

*Putting knowledge to work with the people of Maine.*

**Position Title:** Associate Dean of Extension

**Rank:** Professional

**Department:** Cooperative Extension

**Reports to:** Dean of Cooperative Extension

**Position Type:** Full-time, fiscal year, regular appointment

**Purpose:**

The University of Maine Cooperative Extension’s Associate Dean is a senior level administrator who will provide overall management and direction across UMaine Cooperative Extension. The Associate Dean will coordinate with and report directly to the Associate Provost for Online and Continuing Education and the Dean of UMaine Cooperative Extension. This position will serve as a core member of the UMaine Extension Leadership Team and will be responsible for setting and achieving goals that fulfill Cooperative Extension’s mission and that align with the strategic priorities of the University. In addition, the Associate Dean will work with colleagues to: strengthen and manage partnerships and local relationships; strategically manage personnel and budget; oversee, promote, and support the development of new programming and program delivery methods; and drive strategic branding and communication to external partners and organizations.

The individual in this role will be a collaborative and visionary leader who shares Cooperative Extension’s commitment to equity, diversity, inclusion, and justice. The position is responsible for the coordination and integration of Extension programs that address timely issues in areas such as improving the productivity, sustainability and profitability of the state’s diverse agriculture and aquaculture industries, promoting a safe and secure food supply, increasing environmental stewardship, positive youth development through 4-H programming, nutrition education and other programs that build individual and community capacities.

**Essential Duties and Responsibilities:**

Strategic Leadership

* Advise the Dean on matters of strategic importance to the University of Maine, University of Maine System and external constituent groups
* Represent Cooperative Extension at University Associate Deans & Directors meetings; regional and national Cooperative Extension meetings and at local and state industry meetings
* Provide strategic insight and direction for research programming, evaluation and extramural funding for Extension
* Collaborate with the Executive Director of Academic Programs in the Division of Online and Continuing Education on shared operations and programs

Extension Administration

* Assist with coordination and administration of the Extension Leadership Team
* Work with UMS governmental relations on local, state, and national issues, priority areas, and legislation
* Manage the budget for Extension in collaboration with the Dean and collaborate with other administrators to assess and allocate budgeting needs
* Provide leadership around Extension facility needs both on campus and across the state
* Partner with the Marketing Director and Communications & Marketing Team on communication and branding initiatives within Extension

The Associate Dean will also serve on various campus and community committees, assume the leadership role in the absence of the Dean, and perform other duties as assigned.

**Knowledge and Skill Qualifications**:

**Required:**

* Earned doctorate in a field of study commonly associated with colleges of agricultural sciences, natural resources, or human sciences
* Qualifications for a faculty appointment at the rank of professor in Cooperative Extension
* Experience and demonstrated effectiveness in leadership, as well as development, delivery, and evaluation of Extension programs that meet the needs of a target audience and create measurable impacts; prior experience in administration is desired
* Demonstrated success in forming teams and encouraging collaboration among faculty, professional staff, and internal and external stakeholders
* Experience in planning, organizing, and communicating policies and programs
* Demonstrated ability to represent the university and Extension to diverse constituencies at local, state, and national levels
* Demonstrated commitment to equity, diversity, inclusion, and justice
* Commitment to working collaboratively with people from a diverse range of disciplines and groups
* Track record of developing productive relationships with legislators, local and state government officials, and industry and organizational partners

**Preferred:**

* Experience supervising and supporting administrative staff, professional staff and faculty
* Prior success leading department, school, college, or university level initiatives
* Experience assembling successful teams

**Work Environment / Dynamics:** This position will be based in the Dean’s offices at Libby Hall, on the UMaine campus in Orono, Maine.

**Work Schedule:** Normal UMaine Cooperative Extension office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

**Schedule for Evaluation / Bargaining Unit:** Non-Represented Faculty and Salaried Staff

**To Apply:**

To apply, materials must be submitted via "Apply For Position".  The applicant will need to create a profile and application; upload a letter of intent (cover letter) addressing the specific job requirements, updated curriculum vitae, and contact information for three (3) current professional references (names, addresses, phone numbers, e-mail addresses, and relationship to applicant) that may be contacted. The applicant will also need to complete the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status form. Incomplete application materials cannot be considered.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment. Appropriate background checks are required.

*The University of Maine is an EEO/AA Employer.  All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.*