The University of Illinois seeks applications and nominations for the position of Assistant Dean, Agriculture and Natural Resources of University of Illinois Extension.

The Assistant Dean provides innovative and visionary leadership to statewide educational programming in agriculture and natural resources (ANR). This leadership implements programs supported in research and evaluates program content and delivery. The Assistant Dean works with other University of Illinois Extension Program Leaders to foster interdisciplinary programming and to advance national and state program priorities.

The Assistant Dean provides organizational leadership in building relationships and reporting outcomes to county boards, and state and national legislators. This position will be responsible for consistent communication with stakeholders.

The Assistant Dean provides leadership to Extension’s volunteer delivery system to ensure risk management and organizational policies are consistently used in all program areas. The position is responsible for providing summaries of the value of volunteers in extending our program outreach.

The Assistant Dean serves as a member of University of Illinois Extension administrative team under the leadership of the Associate Dean, Extension and Outreach.

Location: Urbana-Champaign Campus

This is a security-sensitive position. The University of Illinois conducts criminal background and CANTS checks on all job candidates upon acceptance of a contingent offer.

Duties and Responsibilities:

Program Development

- Develop through participative strategies a statewide program plan of work in response to local/state/national needs and issues. Provide a clear sense of direction and partnership approach with Extension Educators, County Directors, Regional Directors and campus Specialists to encourage the adoption of critical needs/high priority program efforts.
- Be responsible for the required plans of work and state annual reports for ANR.
- Develop collaborations and networks with other departments on campus and outside agencies to further the educational programming in ANR.
- Ensure strong research-based curriculum supports the educational content and delivery methods of the statewide program plan.
Develop strategies for marketing and positioning ANR programs in the multi-county unit and statewide.

Communicate the need for interdisciplinary collaboration to staff, stakeholders and constituents.

Collaborate with Principal Investigators regarding the intent of ANR grants and funding to ensure utilization of organizational resources are consistent with critical program priorities.

Provide leadership in building relationships with state and national agencies/organizations to communicate Extension program outcomes and foster appropriate educational collaborations.

Collaborate with the administrative team to identify staff in-service education needs to enhance subject competence in content and delivery.

Provide leadership in identifying subject content to be delivered by Educators through various methodologies using technology.

Participate in professional improvement opportunities when appropriate to the role of Program Leader.

Provide leadership with statewide policies and local implementation of a unified Extension Volunteer Delivery System.

Develop strategies for recruitment, training, retention and recognition of volunteers.

Participate in meetings with the Extension State Advisory Council. Provide leadership to the volunteers in making state and national legislative contacts to advance Extension’s programs and funding.

Conduct all activities in accordance with the Civil Rights Act, Title IX, Rehabilitation, Americans with Disabilities Act, and the University of Illinois Extension Affirmative Action and Equal Employment Opportunity Plan.

Reporting

Be responsible for reporting outcomes/accomplishments in ANR for use in state and national reports.

Collect, analyze and disseminate program outcomes and impact on a local, regional, state and national level.

Provide Educators with appropriate evaluation tools to effectively evaluate outcomes.

Assist in marketing educational programs and reports to highlight the work and accomplishments of this program area.

Demonstrate to stakeholders the importance of volunteer delivered programs to achieve high program quality, program expansion, and program impact.

Support the on-line reporting system by working with the Director of Evaluation and Reporting to gather critical information to determine program outreach efforts and accomplishments.

Personnel

Collaborate with the Director of Extension and administrative team to determine statewide Educator position priorities and position descriptions.

Communicate with County Directors on ANR program priorities and contributions made by ANR Educators serving their Unit.

Provide performance assessment of ANR Educators’ strengths and challenges to the County Director for the completion of the performance evaluation.

Participate in the recruitment, review of applications and selection of Educators in agriculture and natural resources.

Encourage Educators’ scholarship of engagement.

Provide leadership to academic and program support staff on the appropriate policies and procedures with the organization’s volunteer delivery system. Ensure policies and procedures are followed in each Unit.

Travel and evening/weekend work is an integral part of this position. Travel reimbursement is provided for either personal vehicle use or other means of transportation as coordinated by employee in accordance with University policies.
Fiscal
• Provide statewide summary reports on number of grants, contracts and fees initiated through ANR programming.
• Initiate action and leadership to secure public and private funds.
• Collaborate with the Associate Dean and administrative team on specific fund allocation to the program area and the alignment of resources with priority programming.
• Provide statewide summary reports on total costs associated with background checks of volunteers, value of volunteer time and commitment to program outreach in various program areas.

Administrative Relationship
The Assistant Dean and Program Leader for Agriculture and Natural Resources (ANR), reports to the Associate Dean, Extension and Outreach.

Qualifications:
• Required: Earned doctorate in an area related to agriculture and natural resources. Ten years of successful and progressive experience in program development, preferably in the area of agriculture and natural resources. Experience with volunteer delivery systems. Experience in securing funding from public and/or private sources. Experience working with external constituencies. Excellent oral and written communication skills. Experience working with diverse audiences. Experience organizing and directing statewide programs.

• Preferred: Knowledge of the organization, objectives, policies and programs of the Cooperative Extension System. Experience in educational delivery in subject content of agriculture and natural resources. Understanding of and commitment to the land-grant university mission. Experience collaborating with community organizations to develop programs and activities. Experience with information delivery through various technologies. Understanding rural and urban issues upon which educational programs are determined.

Additional Information
The position is a full-time, benefits-eligible, non-tenure academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience and qualifications. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision, and life insurance.

Application Procedure: To apply, go to http://go.illinois.edu/A1500470 and click Apply Now. Log in to your account and upload a cover letter and resume addressing your qualifications as they align with the job description. In addition, step one of the online application will require the names and contact information of three professional references. Transcripts may be requested at a later date.

To receive full consideration, all requested application materials must be submitted via the online system by the close date of January 4, 2016.

For further information about the position please contact Joseph Toman at tomanj@illinois.edu. For technical assistance with the online application process, call 217-333-6747 or email jobs@illinois.edu.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability, or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).