



UNIVERSITY
OF WYOMING

College of Agriculture
and Natural Resources
Extension

University of Wyoming Extension • College of Agriculture and Natural Resources

WYOMING POSITION ANNOUNCEMENT

Agricultural and Applied Economics

Animal Science

Family and Consumer Sciences

Molecular Biology

Ecosystem Science and Management

Plant Sciences

Veterinary Sciences

*To assure full consideration, all application materials must be received by **July 31, 2019**. Screening will continue until a suitable candidate is identified.*

Position Title

Associate Director, UW Extension (UWE) and UW Extension Educator. Two positions may be filled from this search; both positions are located on the University of Wyoming campus in Laramie, Wyoming. Job number 19002477.

Level & Salary

Salary is competitive and commensurate with qualifications. This is an academic professional appointment. The applicant must be tenurable under academic professional extended term appointment criteria. Rank will be based on academic and professional experience.

Location Description

UW Campus – Laramie, Wyoming. Responsibilities are statewide. Laramie is a community of 32,000 residents nestled between two mountain ranges in the southeastern corner of Wyoming. Laramie is an attractive blend of western hospitality and the comfortable sophistication that comes from being home to a major university. University of Wyoming cultural programming provides the community with many cultural experiences throughout the year. Laramie is just two hours from a major international airport and key shopping centers. The nearby Medicine Bow National Forest provides quick access to outdoor recreation. The University of Wyoming Laramie Campus offers 80 undergraduate and more than 90 graduate academic programs through seven colleges and multiple interdisciplinary institutes and schools. The university offers distance degrees and programs as well as maintains the UW/Casper College Center and UW Extension offices in each of the state's 23 counties and on the Wind River Reservation.

Nature & Purpose

One of two Associate Director positions, this position has primary leadership for and oversight of approximately half of the Extension areas in the state. The position reports to the Director of UW Extension and is a member of the director's administrative leadership team. Though focused on field operations, the position carries key leadership responsibilities for the UW Extension system and the UW College of Agriculture and Natural Resources.

Responsibilities of the Position

Approximately 70 percent of the appointment is allocated to provide leadership for and liaison to two or three of the five Extension areas comprising the field operations of the UWE. This includes supervision of the UWE employees in each of the assigned Extension areas. It also includes working with Extension area teams to create and provide Extension programming that meets citizens' needs, and working closely with county coordinators to build effective and supportive relationships with county government and other partners.

Oversee and stimulate effective Extension programs appropriately spanning the breadth of Extension initiatives and addressing educational needs in each of the counties within the assigned Extension areas. Be conversant in all program initiatives to effectively guide individuals responsible for programming in each of the areas.

Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, political belief, veteran status, sexual orientation, and marital or familial status.

*College of Agriculture and Natural Resources,
University of Wyoming,
Wyoming counties, and U.S.
Department of Agriculture
cooperating.*

Approximately 20 percent of the appointment is directed to conduct state-level administrative duties as assigned by the director, provide leadership for special projects and committees, engage with other UW units to enhance service to Wyoming communities, and serve on regional and national USDA NIFA committees relevant to Wyoming's Extension mission.

Approximately 10 percent of the appointment is directed to provide administrative liaison to one or more of the state program initiative teams. Responsibilities also include assigned liaison to clientele and partner groups statewide

PLEASE NOTE:

- Duties of this position often include physical activities associated with experiential learning. The University of Wyoming is an EEO/Affirmative Action employer and employees with disabilities may request reasonable accommodations.
- Extensive regional and state travel (including overnight stays) is required.

Minimum Qualifications (Required)

- Earned doctorate degree with at least one degree in a field of agriculture, natural resources, family and consumer sciences, education, youth development, or a related field relevant to Extension's mission.
- Minimum of five years of experience in Extension or a similar educational organization.
- Visionary leadership and demonstrated administrative ability.
- Ability and interest in furthering an area-based Extension delivery system.
- Demonstrated collaborative leadership skills.
- Knowledge of the land-grant university system and Extension at all administrative levels and the ability to manage relationships between those levels.
- Demonstrated team leadership and team member skills.
- Demonstrated teaching, facilitation, and mediation skills.
- Computer proficiency.

Preferred Qualifications

- Experience and degree credentials which would add programmatic diversity to the Extension administrative team.
- Extension field and/or specialist experience.
- Experience and a demonstrated track record as an effective administrator or supervisor.
- Experience and track record in receiving and addressing public input.

- Demonstrated ability to develop external relationships inclusive of local community, government, influential stakeholders, and industry.

Required Application Materials

- Completed online UW application
- Detailed letter of intent specifically addressing qualifications relative to the responsibilities and qualifications of the position
- Current resume/curriculum vitae
- Copies of all college transcripts; (official transcripts required at time of hiring).
- Four (4) letters of reference from individuals who can address your professional qualifications
- The University of Wyoming online employment application can be found at https://uwyo.taleo.net/careersection/00_ex/jobdetail.ftl?job=19002477&lang=en.

Contact for application information/send transcripts and reference letters to:

Ann Roberson, Administrative Associate
University of Wyoming Extension
1000 E. University Ave., Dept. #3354
Laramie, WY 82071
Phone: (307)766-3566
Fax:(307)766-3998
E-mail: mrober38@uwyo.edu

For specific position information, contact:

Kelly Crane, Associate Dean/Director
University of Wyoming Extension
Phone:(307)766-5124
Fax:(307)766-3998
Email: kcranel@uwyo.edu

Search Chair:

Kim Reaman, UWE Staff Development/Federal Relations Coordinator
University of Wyoming Extension
Phone:(307)766-3562
Fax:(307)766-3998
Email: kreaman@uwyo.edu

The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will received consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other characteristic protected by law and University policy. Please see www.uwyo.edu/diversity/fairness. We conduct background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.