

**UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF MARYLAND EXTENSION**

POSITION ANNOUNCEMENT

Title: *Principal Agent and Assistant Director*

Functional Title: *Principal Agent and Assistant Director*

Position Number: *103300*

Category Status: *Faculty Tenured*

Unit: *AGNR-UME-Special Agriculture Programs*

Position Summary/Purpose of Position:

This position provides leadership and direction for University of Maryland Extension agriculture programs. Duties include identifying issues and problems related to agricultural systems and sustainability, and developing, implementing, and evaluating educational and outreach programs to address the statewide needs of agencies, organizations, industries, communities, and citizens in these areas.

Responsibilities:

- Leadership, coordination, and oversight of non-formal Extension education and applied research agriculture programs in management of agricultural lands and plant and animal systems, including sustainable agriculture, integrated pest management, agricultural chemical use, economics and marketing, invasive species planning and response, water resource planning and use, adaptation to climate change, agricultural land use planning, and related areas.
- Provide leadership and management for implementing agriculture resource extension and outreach components of the University of Maryland Extension strategic plan.
- Enhance Extension program areas in agricultural programs by securing and championing with faculty the garnering of extramural funds from local, regional, state, and federal agencies, industry groups, foundations, and other appropriate sources.
- Provide guidance to program faculty in planning, implementing, and evaluating programs.
- Provide leadership to faculty in long-range professional development planning, scholarship, teaching, service, program impact reporting, and grant management.
- Mentor faculty to present clear expectations for Extension programming, scholarship, service and teaching providing them an opportunity for their success as an Extension Educator, and to create a professional Extension faculty.
- Provide leadership, promotional guidance, and coaching to tenure track faculty.
- Conduct program and faculty evaluations annually.
- Provide detailed annual reports to Associate Director and Assistant Director of Evaluation and Analysis as part of the required Federal reporting on Extension programs and impacts.
- Participate in UME Administrative Leadership Team meetings.
- Provide leadership in relationship to UME Agriculture and Food Systems Focus Area and relevant Action Teams.
- Administer UME internal competitive grants program.
- Assist in recruitment and hiring faculty in critical areas of need for Extension vacancies.
- Engage in regional and national Extension activities.
- Develop and strengthen networking strategies with the UME-1890 Program partners and with other state organizations as an approach to enhance the effectiveness of UME's Agricultural Programming.
- Manage and allocate funds from the UME Agriculture Programs.

- Conducts annual faculty reviews for all faculty in program area including faculty performance rating and delivery of the annual review.
- Serve as a member of the UME administrative team, with a diverse suite of duties as assigned, including active participation in University of Maryland Extension leadership meetings, strategic planning, curriculum and program planning.
- Represent UME to stakeholders and partners across the state, regionally, and nationally.

Qualifications:

Required–

- Candidates must have an earned doctorate degree (Ph.D.), and must be able to be tenured in a department as a Professor, or tenured in Extension as a Principal Agent.
- At least one graduate degree must be in agricultural sciences, preferably the doctorate.
- Applicants should have significant experience and demonstrate excellence in Extension and be recognized within a field of specialization.
- A demonstrated understanding and application of the Land Grant mission, as well as, evidence of relevant administrative experience.
- Evidence of leadership, teamwork, successful management of interdisciplinary extramurally funded programs, excellence in human relationship skills as well as written and oral communication skills are essential.
- Computer skills necessary for budget and administrative program management must be demonstrated.
- Personal transportation and valid driver's license required. Must be willing to travel within the state.
- A background check with fingerprints is required. Advocate for diverse Extension system, in educational programming, clientele served, and staffing. Ensure equal access to University of Maryland Extension programs and facilities without regard to race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, or political affiliation, or gender identity and expression.

Preferences–

- Relevant administrative experience is desired.

Salary and Benefits: The University of Maryland offers an extensive benefits package.

Application:

All candidates must apply online at <https://ejobs.umd.edu> A complete application packet includes a cover letter, Curriculum Vitae, Unofficial Transcript, and List of Professional References, including name, mailing address, telephone number, and e-mail address.

Closing Date:

For best consideration, complete application by **February 22, 2016**. Position open until filled.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. Minorities and women are encouraged to apply.