

UNIVERSITY OF HAWAII
invites applications for the position of:



UNIVERSITY
of HAWAII
SYSTEM

Associate Dean & Associate Director of Cooperative Extension (#89069)

SALARY: Not Displayed

OPENING DATE: 06/07/22

CLOSING DATE: Continuous

DESCRIPTION:

Title: Associate Dean and Associate Director of Cooperative Extension
Position Number: 0089069
Hiring Unit: College of Tropical Agriculture and Human Resources
Location: Honolulu, HI – Manoa Campus
Date Posted: June 7, 2022
Closing Date: Continuous – application review begins July 20, 2022
Salary Information: Commensurate with qualifications and experience
Full Time/Part Time: Full Time
Temporary/Permanent: Permanent

For best consideration, all application materials should be submitted via NeoGov by July 20, 2022.

DUTIES AND RESPONSIBILITIES:

The Associate Dean and Associate Director for Cooperative Extension in the College of Tropical Agriculture and Human Resources (CTAHR) must be a visionary leader for the Cooperative Extension programs, serving as the catalyst for the development of Extension programs responding to the needs of stakeholders for Hawaii's agriculture and communities. The individual must embrace the shared vision and mission for CTAHR and espouse the values of excellence, relevance, and collegiality.

Working with other college administrators, the individual is responsible for developing and participating in an environment that is supportive and respectful of faculty, staff, and students and creating a college that values excellence in scholarship, ethical behavior, diversity, and service to others. The Associate Dean of Extension serves with the Dean, Associate Dean and Associate Director for Research, and the Associate Dean for Academic and Student Affairs in the daily operations of CTAHR. The Associate Dean of Extension is accountable to the Dean and Extension Director of CTAHR. The principal duties are as follows:

1. The Associate Dean and Associate Director for Cooperative Extension:

- Provides leadership and establishes goals for a relevant and effective agricultural and human resources cooperative Extension program in consultation with the administrative management team, department chairpersons, faculty, and clientele.
- Approves, monitors, and evaluates Extension projects; initiates specific projects; coordinates interdepartmental and interdisciplinary projects; and integrates Extension policies, priorities, and programs with those of the Associate Dean and Associate Director for Research and the Associate Dean for Academic and Student Affairs.
- Develops policies and budgets with the Dean's concurrence.
- Maintains liaison with NIFA partnership offices on issues relating to Cooperative Extension including all Smith-Lever funds, annual plans of work, accomplishments, and impact/implementation reports. Represents CTAHR regionally and nationally, including attendance at the regular meetings of the Western Extension Directors Association.
- Actively seeks and encourages Extension faculty to seek external funding for Extension/research programs.

- Develops and implements in collaboration with University resources, a faculty development program focusing on Extension faculty enhancement.
- In cooperation with the Associate Dean and Associate Director for Research, manages an internal grants program.
- Identifies Extension position priorities and position reassignments according to evolving Extension priorities.
- Participates in the administration of off-campus research/Extension centers with department chairpersons, county administrators, and CTAHR Administration.
- Oversees the Agriculture Diagnostic Service Center.
- Coordinates the Extension budget and allocations of State and Federal Extension funds.
- Participates in promotion, tenure, and post-tenure evaluation of CTAHR faculty.
- Serves on designated college, University, and national committees related to Extension outreach programs.
- Seeks involvement and leadership roles in APLU.
- Serves on advisory committees of other agencies/groups as requested and as beneficial for CTAHR.
- Maintains close communication with agriculture, natural resources, community, and family organizations to identify Extension programming needs.
- Performs other duties as necessary and as delegated by the CTAHR Dean.

1A. List class titles, and position numbers of all immediate subordinate positions.

Secretary III, #0000789

1B. Description of the nature and extent of guidance and direction received.

Policy guidelines and general direction; independent judgement and initiative expected.

1C. Description of the nature and extent of the check or review of work.

Periodic discussions with supervisor and annual review of accomplishments and results achieved

1D. Description of the contacts with other departments of University organizations, with outside organizations, and with the general public.

Contacts with private industries, organizations, University administrators, county personnel, State and Federal personnel, farmers, and homeowners.

MINIMUM QUALIFICATIONS:

- Ph.D. or equivalent degree in a discipline encompassed within CTAHR. Qualified as a Rank 5 professor (full professor). Candidates must have attained the academic Rank 4 (associate professor), or have demonstrated a record of comparable professional experience prior to appointment.
- Experience in Cooperative Extension and an understanding of the State-Federal Extension partnership.

DESIRABLE QUALIFICATION:

- Experience as an Extension Agent and/or Extension Specialist
- Evidence of leadership experience
- Familiarity with Extension operations in other states
- Able to communicate in a second language

TO APPLY:

Submit the following online through NeoGov: 1) Cover letter indicating how you satisfy the minimum and desirable qualifications, 2) curriculum vitae, 3) names and contact information for at least three professional references and 4) official transcripts (copies accepted, however official transcripts will be required upon hire). Failure to submit all required documents shall deem an application to be incomplete. Incomplete applications will not be considered.

Inquiries:

Jeff Goodwin; extad@hawaii.edu

EEO/AA, CLERY ACT, ADA:

The University of Hawai'i is an [Equal Opportunity/Affirmative Action Institution](#) and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court

record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran. For more information or inquiries regarding these policies, please refer to the following link: <http://www.hawaii.edu/offices/eeo/eeo-coordinators/>

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawai'i may be viewed at: <https://www.hawaii.edu/titleix/help/campus-security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

Accommodation Request: The University of Hawai'i complies with the provisions of the Americans with Disabilities Act (ADA). Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the EEO coordinator directly. Determination on requests for reasonable accommodation will be made on a case-by-case basis. For further information, please refer to the following link: <https://www.hawaii.edu/offices/eeo/accommodation-request/>

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APPLICATIONS MAY BE FILED ONLINE AT:
workatuh.hawaii.edu

Position #2022-00730
ASSOCIATE DEAN & ASSOCIATE DIRECTOR OF COOPERATIVE
EXTENSION (#89069)
TS

Honolulu, HI 96822

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