

# Principal Agent (Full Professor Equivalent) and Assistant Director – University of Maryland Extension

## Posting Details

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<b>Posting Number:</b>	F0004586
<b>Title:</b>	Principal Agent and Assistant Director
<b>Functional Title:</b>	Principal Agent and Assistant Director
<b>Position Number:</b>	103300
<b>Category Status:</b>	01-Faculty Tenured
<b>Applicant Search Category:</b>	Faculty
<b>University Authorized FTE:</b>	1.000
<b>Unit:</b>	AGNR-UME-Special Agriculture Programs
<b>Campus/College Information:</b>	<p>Founded in 1856, University of Maryland, College Park is the flagship institution in the University System of Maryland. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.</p>
<b>Position Summary/Purpose of Position:</b>	<p>The College of Agricultural and Natural Resources is committed to serving the diverse needs of the state of Maryland. Candidates with experience working with a range of faculty, staff, constituents and organizations and who have interest/experience in developing programs that serve diverse populations are encouraged to apply. This position provides</p>

leadership and direction for University of Maryland Extension (UME) agriculture programs. Duties include identifying current and projected needs 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 residents in these areas, including underserved populations of farmers through its Small and Disadvantaged Farmers Program.

Major Responsibilities Include:

- Leadership/coordination, oversight of non-formal Extension education for applied research agriculture programs.
- Management of agricultural programs including: sustainable agriculture; integrated pest management economics and marketing; invasive species; water resources and agricultural land use.
- Provide leadership and management for implementation of the UME 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 programmatic guidance to program faculty in planning, implementing, and evaluating programs.
- Provide leadership to program faculty for long-range professional development planning, scholarship teaching, service, and 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 tenured, tenure track and professional track faculty.
- Conduct program and faculty evaluations annually.
- Provide detailed annual reports to the Associate Director of Extension, and the 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.
- Manage and allocate funds from the UME Agriculture Programs.
- Conduct 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, region and nationally.

**Minimum Qualifications:**

- Candidates must have an earned doctoral degree (Ph.D.), and must obtain tenure in a department as a Professor, or actively tenured in Extension as a Principal Agent.
- Applicants must have significant experience and demonstrated excellence in Extension and be recognized within a field of specialization.
- A demonstrated applied understanding of the Land Grant mission is required.
- Candidates must have experience with promoting advocacy in educational programming, clientele servicing, and staffing for a diverse Extension system. Candidates with experiences or interest in promoting access of UME programs and facilities to diverse populations should note those experiences.
- Successful candidates must provide evidence of leadership, teamwork, communication (written and oral), and management of interdisciplinary programs.
- Computer skills for budget and administrative program management are required
- Personal transportation and valid driver's license required. Must be willing to travel within the state.
- A background check with fingerprinting is required.

**Preferences:**

- Relevant administrative or leadership experience within an agricultural program is preferred.

**Additional Certifications:**

**Additional Information:**

This position reports to the Associate Dean and Associate Director for Extension who supervises and evaluates the position.

The University of Maryland 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, national origin, marital status, or political affiliation. Minorities and women are encouraged to apply.

**Posting Date:**

08/22/2016

**Closing Date:****Open Until Filled**

Yes

**Best Consideration Date**

10/12/2016

**Physical Demands**

n/a

**Diversity Statement:**

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

## Applicant Documents

### Required Documents

1. Resume
2. Cover Letter
3. Curriculum Vitae
4. Unofficial Transcript
5. List of References (no emails sent from system)

Position Details and Application Instructions can be found at:  
<https://ejobs.umd.edu/postings/43959>

