



UNIVERSITY of NEW HAMPSHIRE COOPERATIVE EXTENSION

Job Description: Assistant Director, Programs

Role:

Under direction of the Dean and Director and Associate Director, provide overall organizational leadership for educational program development, implementation, evaluation and reporting. Provide leadership to interdisciplinary programmatic efforts that further the community engagement mission of the University of New Hampshire by acting as a liaison between UNH Cooperative Extension and faculty and staff at UNH. Assist and support the UNH Cooperative Extension Dean and Director and the Associate Director, acting on his or her behalf as designated.

Specific Responsibilities:

Educational Programming

1. Direct development and execution of the statewide Cooperative Extension plan of work, including comprehensive needs assessments, establishment of programming priorities, and program planning, implementation, evaluation and reporting in accordance with the Logic Model program performance framework. Ensure that UNH Cooperative Extension provides high impact, relevant educational programs to the people of New Hampshire.
2. Facilitate increased faculty and student involvement in outreach and community engagement through collaborations and partnerships with academic, research and other university units, expanding the scope, visibility and impacts of UNH as a community engaged institution addressing the educational needs of NH residents.
3. Ensure programmatic involvement of under-served and under-represented audiences and that all educational programming is conducted in full accordance with civil rights, Equal Employment Opportunity (EEO), Affirmative Action (AA) and Americans with Disabilities Act (ADA) policies and procedures.
4. Facilitate interdisciplinary and key issues team programming that address the state's significant and emerging issues. This includes, integrated (research and Extension) work, multi-state programming, and strategic external partnerships.
5. Working closely with the CE Leadership Team colleagues, provide support to staff responsible for obtaining appropriate external funding for educational programs.
6. Working closely with Information, Technology and Distance Education and Communications and Marketing staff, ensure the use of the most effective delivery methods and distance education technologies to enhance program accessibility, convenience and impact.

Personnel Supervision and Management

1. Provide supervision and performance management for Program Leaders. Conduct annual performance appraisals in consultation with the Dean and Director and Associate Director, Operations.

2. Ensure that performance planning, performance feedback, coaching and performance management is consistently implemented by all programmatic staff supervisors and work with Associate Director, Operations to ensure all USNH, state and federal policies are followed.
3. Provide oversight and supervision for volunteer development and management specialist and ensure volunteer management resources and support are developed and maintained for the organization.
4. Maintain liaison with USDA administrative staff regarding federal policies and procedures and reporting requirements.

Organizational Leadership and Support

1. Work with the Associate Director, Operations to provide leadership for implementation of the UNH Cooperative Extension Strategic Plan.
2. Oversee development, distribution, implementation and adherence to organizational policies and procedures. Resolve organizational issues as appropriate.
3. Perform other related duties as assigned.