



## University of New Hampshire Cooperative Extension

**Job Description:** Program Team Leader

**Role:**

Under direction of the Assistant Directors, provide program team leadership for business plan development, implementation, evaluation and reporting for the program team. Identify, coordinate and promote opportunities for collaboration both within and between program teams. Supervise Area of Expertise Chairs (AoE) and state specialists for the program team.

Educational Programming (responsibilities in addition to the State Extension faculty role)

1. Coordinate development and execution of program team plan of work, including comprehensive needs assessments, establishment of programming priorities, and program planning, implementation and evaluation.
2. Work closely with Area of Expertise Chairs (AoE) within the program team and campus partners to ensure that the program team provides high impact, relevant educational programs to the people of New Hampshire.
3. Work with other Program Team Leaders to foster an environment for strong interdisciplinary programming.
4. 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.
5. Model and create a team approach to programming. Build strong linkages and teamwork between members of the program team.

Personnel Supervision and Management

1. Provide supervision and performance management for AoE Chairs and state Extension Specialists for the program team. Conduct annual performance appraisals in consultation with the Assistant Director, Program Teams.
2. Ensure that performance planning, performance feedback, coaching and performance management are consistently implemented by all programmatic staff supervisors.
3. Work with Assistant Director, Finance and Human Resources to ensure all USNH, state and federal policies are followed.

Program Development and Evaluation

1. Work with AoE chairs to coordinate program team impact reporting and program evaluation.
2. Promote cross-unit (team) activities, goals and programs.

### Staff Development

Plan and participate in Program Team professional development activities as appropriate. Ensure AoE field specialists and program coordinators have training and support to plan and implement programs within their program team.

### Information Technology and Distance Education

Work with ITDE staff to identify, share and model appropriate and creative use of new technologies in delivering educational programs within the program team.

### Communications and Marketing

Work with AoE Chairs and UNH Communications staff to identify and develop state-wide communications to promote team programs.

### External Relations

1. Build and maintain substantive partnerships with state and federal agencies and organizations.
2. Build positive relations with elected officials, key state leaders and the media.
3. Represent Cooperative Extension on administrative and program related committees.

### Organizational Leadership and Support

1. Ensure Equal Employment Opportunity (EEO), Affirmative Action (AA) and Americans with Disabilities Act (ADA) policies and procedures are adhered to by the program team.
2. Identify, pursue and participate in extramural funding opportunities as appropriate.
3. Conduct effective meetings, presentations and group decision making processes for the program team.

Minimal Educational Requirements: Ph.D. or terminal degree strongly preferred in appropriate discipline. A strong candidate with a M.S. level degree in appropriate discipline with experience may be considered.

12/21/11