

Job Description: Assistant to the Dean and Director

Role:

Provide administrative leadership and support in managing and coordinating UNH Cooperative Extension (UNHCE) county and field operations. Serve as the primary contact person working with the County Office Administrators (COA), County Advisory Councils (CAC) and UNHCE Administration.

Specific Responsibilities:

Supervision and Administrative Support

1. Serve as the primary contact person working with the COA and UNHCE Administration. The Assistant to the Dean & Director will provide leadership on county issues when appropriate.
2. Supervise County Office Administrators.
3. Coordinate COA orientation and training.
4. In conjunction with the respective field specialist supervisor, make recommendations for new COA appointments to the Dean & Director
5. Working in partnership with the Assistant Directors, provide support and guidance in county program planning, marketing, and annual impact reporting.
6. In consultation with the Assistant Directors, work with staff and advisory councils in facilitating interdisciplinary and regional programming that addresses high priority issues.
7. When necessary attend staff and county advisory council meetings.
8. As appropriate, participate in county/multi-county programs to become familiar with audience and stakeholder reactions and gain a personal understanding of local issues and perspectives.
9. Perform other duties as necessary.

Assist and support COAs

1. Participate in the development of county budget requests and working with the Assistant Director, Finance and Human Resources facilitate expenditures through the UNH financial system. This also includes local/regional efforts to secure grant and other external funding.
2. Promoting effective county team relationships, the satisfactory resolution of issues, and full compliance with Civil Rights, Affirmative Action, Equal Employment Opportunity and Americans with Disabilities laws and policies.

3. Working with the COA, ensure that County Advisory Councils have a full and representative membership and that councils are actively and appropriately engaged in needs identification, priority setting, program development and evaluation, staff hiring and evaluation, and external relations.
4. Resolve problems pertaining to county operations including unresolved personnel problems. Involve staff supervisors as appropriate.
5. Working with the COA to provide direction and support for the training and orientation of new field staff.
6. Ensuring that Advisory Council training is done, rosters are maintained, and operating guidelines are shared.

External Administrative Support

1. Enhancing Extension's public support by involving staff, advisory council members and other clientele in developing relationships with county commissioners, Legislative Delegation members and other stakeholders.
2. Support the maintenance of the Memorandum of Understanding between the Board of Commissioners and Legislative Delegations in each county and the University System of New Hampshire.
3. Working with the Assistant Directors help facilitate the training and preparation necessary for county offices and staff to better provide local residents direct access to all UNH units and resources.
4. Providing support for appropriate response to local issues when Cooperative Extension and/or other UNH units have a potential role in providing assistance.

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