



University of New Hampshire Cooperative Extension

Job Description: Area of Expertise Chair

Role:

Provide area of expertise management for a program team under the direction of a Program Team Leader and UNHCE administrative team. Coordinate program development, implementation and evaluation activities under the direction of the Program Team Leader. Ensure close communication between the AoE Chair and Program Team Leader.

(Typically an AoE Chair position is a .25 FTE in conjunction with a State or Field Specialist assignment):

Educational Programming (responsibilities in addition to State or Field Specialist responsibilities)

1. Lead the development and implementation of the AoE logic model and evaluation plan.
2. Coordinate program evaluation ensuring that programs are high impact and demonstrate public value.
3. Work closely with State and Field Specialists under the AoE to ensure that the program team provides high impact, relevant educational programs to the people of New Hampshire. Include Program Coordinators as appropriate.
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 AoE and the program team as well as across teams.

Program Development and Evaluation

1. Work with State and Field Specialists to complete impact reporting and program evaluation under the direction of the Program Team Leader.
2. Review and approve on-line reporting plans and entries for AoE Team members
3. Promote cross-unit (AoE, team) activities, goals and programs.

Staff Development

1. Approve Plan of Work/Professional Development Plan (currently APMP Phase I for specialists) so that work goals are consistent with the AoE logic model and evaluation plan.
2. Plan and participate in AoE professional development activities as appropriate.
3. Ensure AoE State and Field Specialists have the proper training and support to plan, implement and evaluate programs within their AoE.

Information Technology and Distance Education

Model and promote the use of technology, including social media, video conferencing, web-based and other emerging technologies in educational program delivery.

Communications and Marketing

Work with Program Team Leader and UNHCE Communications staff to identify and develop statewide communications that Promote Team Programs.

Organizational Leadership and Support

1. Identify, pursue and participate in extramural funding opportunities as appropriate.
2. Conduct effective meetings, presentations and group decision making processes for the area of expertise.
3. Manage AoE specific funds (program income and expenses). This excludes PI Funds that are not managed directly by the AoE Chair.

*The University of New Hampshire Cooperative Extension is an equal opportunity educator and employer.
University of New Hampshire, U.S. Department of Agriculture and N.H. counties cooperating.*