Assistant Director
Region 3

**WETRANSFORM LIVES**
Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

**Be a part of our story.** Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

The Assistant Director, Region 3 will be located in Jefferson County - Mt. Vernon, IL and serves as a regular, full time, 12 month academic professional staff member with primary responsibility for providing leadership and vision for alignment of resources and partners to support the development and delivery of statewide educational initiatives. This Assistant Director is responsible for management of field operations in an assigned geographic area within the state. The successful Assistant Director for Region 3 implements policies and procedures of the organization, determines state and regional strategic programming priorities and facilitates alignment of organizational resources to support mission-critical statewide educational activities and initiatives. The individual supports County Directors, academic and program staff, including interns, in the respective region. This Assistant Director initiates and leads stakeholder engagement and fundraising initiatives within the region. Responsibilities include coordination with other members of the Extension leadership team and County Directors.

The Assistant Director, Region 3, will be located in a geographical area within the state that is appropriate for leading this region for Illinois Extension. The incumbent will report to the Associate Dean and Director of Extension and Outreach and will be available to all of Illinois Extension and Outreach.

One full-time position is available.

**Location:** Position will be housed within Jefferson County - Mt. Vernon, IL

**Position Overview**

**Program/Project Development, Delivery, Impact and Reporting**
- Collaborate in strategic direction and policy for University of Illinois Extension regarding statewide educational programs/projects; implement policies and procedures regarding educational programs/projects for the organization.
- Develop an innovative statewide program of work through a participatory approach in response to local, regional, and state needs and issues regarding educational programs/projects.
- Provide clear direction and partnership to encourage adoption of national needs and high priority program/project efforts by working and coordinating with the Associate Dean, Assistant Deans/Program Leaders, Assistant Directors for Regions, County Directors, Educators, and state and campus Specialists to advance individual and interdisciplinary programming.

**Application Due**
April 12, 2022

**Proposed Start Date**
As soon as possible after the closing date

**Salary**
Commensurate with experience and qualifications

**To Apply**
Go To: [http://go.illinois.edu/160059](http://go.illinois.edu/160059)
Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references

**More Information**
The position is a full-time, benefits eligible, non-tenure academic professional position appointed on a 12-month service basis. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, and a review of the Registered Sex Offender list, will be conducted.
• Collaborate on management and leadership of education and research centers and initiatives within the region in coordination with County Directors of respective units.
• Address urban and rural needs for educational programs, projects and services by collaborating as a member of the Extension leadership team to create and implement initiatives.
• Facilitate program/project delivery such that educational needs of diverse populations are served; coordinate efforts with County Directors and Assistant Deans/Program Leaders to serve new and underserved initiatives.
• Facilitate effective communication between field staff and campus professionals to implement and evaluate high priority programs/projects, services and initiatives and improve program efficiency and effectiveness.
• Ensure program/project accomplishments, outcomes, and impacts are reported to stakeholders and utilized in state and national reports.
• Prepare written reports on high impact programs/projects with suitable detail to allow for development of reports to legislators and constituents.
• Copy edit all Unit reports generated by Units within Region 3; collaborate with the Extension Communications team as appropriate.
• Support the online reporting system by working with the Director of Program Planning and Assessment to gather critical information to determine program/project outreach efforts and accomplishments.
• Coordinate the process of systematic methods to collect and appropriately document data to ensure nondiscrimination in programs, projects, services and initiatives.
• Participate in Region 3 Units’ Civil Rights Reviews, including annual update of data collection and methods of collection to comply with United States Department of Agriculture-National Institute of Food and Agriculture requirements.
• Prepare monthly article/report regarding Region 3 activities for Extension’s “FYI” newsletter.
• Participate in professional improvement opportunities when appropriate for the role of Assistant Director.

**Personnel Management**

• Collaborate as a member of the Extension leadership team to determine statewide position priorities and staffing plans; coordinate with the Assistant Director for Workforce Development and County Directors as appropriate.
• Participate in recruitment, hiring, retention, and on-going training of high quality academic professional staff with full consideration of the goals of affirmation action and equal employment opportunities.
• Provide support and guidance as needed to ensure field staff achieve the parameters of their job descriptions.
• Manage personnel complaints, grievances, and actions in coordination with direct supervisors and reporting lines; liaise with Assistant Director for Workforce Development for resolutions.
• Supervise, guide and mentor County Directors on organizational goals, leadership development, fiscal policies, personnel management and building relationships with stakeholders, county boards, state and national legislators and volunteers.
• Provide support for educational plans of work for multi-county/county units within Region 3.
• Where appropriate, provide counsel, insight and support with local programming and personnel issues in coordination with Assistant Deans/Program Leaders and Extension leadership team as needed.
• Conduct performance evaluation for County Directors in Region 3 based on mutually agreeable, realistic and attainable performance goals.
• Provide recommendations to the Associate Dean regarding salary, promotions and other personnel actions.
• Resolve, and/or where appropriate recommend to the Director solutions for, programming issues or conflicts regarding programs/projects among County Directors and Assistant Deans/Program Leaders.
• Collaborate as a member of the Extension leadership team to identify staff in-service education needs to enhance subject competence in content and delivery of field staff; coordinate with the Assistant Director for Workforce Development and County Directors as appropriate.
• Supervise regional office personnel.
• Support efforts to make continuous progress in employment of a diverse workforce within Illinois Extension in coordination with the Assistant Director for Workforce Development and Assistant Director for Diversity, Equity, Inclusion and Access (DEIA).
• Implement Americans with Disabilities Act compliance of University of Illinois Extension offices/facilities in Region 3 to achieve compliance.
Organizational Leadership
- Build relationships with state and national agencies/organizations to communicate Illinois Extension program outcomes/impacts and foster appropriate educational collaborations regarding programs, projects, services and initiatives.
- Assist in marketing educational programs/projects and reporting impacts to highlight the work and accomplishments of the Units; consult with the Director of Communications as appropriate.
- Demonstrate to stakeholders the importance of Illinois Extension activities to achieve high program quality, program expansion, program impact and organizational excellence.
- Develop and maintain public relations with key stakeholders and represent the Associate Dean and other Extension leadership team members at agency and organization events.
- Recommend appointments of volunteers to Extension Councils, Extension Boards and Extension State Advisory Council (ESAC).
- Recommend appointments of staff to specific committees as openings present themselves.
- Participate in meetings with the ESAC.
- Oversee selection and assignment of interns to Units within Region 3; coordinate collaborative training programs and educational experiences for interns with other Assistant Directors for Regions and respective County Directors.
- Provide leadership and/or participation with specific committees when assigned by the Associate Dean.
- Provide direct assistance to the Associate Dean in timely response to public and staff concerns.
- At the direction of the Illinois Extension Director, represent Extension on University-wide committees.

Facilities and Management
- Create and implement effective fundraising strategies for Units in Region 3; collaborate as a member of the Extension leadership team and with the College of ACES advancement and development staff.
- Assist County Directors in appropriateness of collaborative fiscal relationships with local initiatives and grants.
- Establish collaborative Extension programming to ensure fiscal policies and affirmative action policies are followed with local Foundations/Associations/community agencies programming and/or fiscal priorities.
- Review and facilitate account management in consultation with County Directors to ensure appropriate fiscal policies and procedures are used.
- Provide guidance to field offices in managing office facilities and operations.
- Lead and be responsible for Region 3 administration, including fiscal management, lease arrangements, equipment management and supervision of regional employees.

Teaching and Other Extension Activities
- Serve as program director, primary investigator, or co-investigator for grants and other funding opportunities to ensure utilization of organizational resources are consistent with critical program priorities for DEIA. Write grants as needed.
- Teach and/or provide guest seminars, presentations, webinars, etc., for the College of ACES academic units, campus and/or community audiences.
- As a member of the Extension leadership team, collaborate with the Associate Dean and Director of Extension and Outreach on specific funding allocations for regional activities and alignment of resources with priority programming.
- Prepare grants and contracts with Assistant Deans/Program Leaders, County Directors, Specialists, and others as needed, to deliver programs important for meeting regional and statewide needs and priorities.

Other Information
- Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension and Outreach work, assist as requested with data collection for Affirmative Action, Gender, and Targeted reports.
- Assume additional related responsibilities to enhance Extension's mission in the region.
- Local, regional, and statewide travel required; personal transportation required. Evening/weekend work are an integral part of this position. Travel reimbursement is provided for either personal vehicle use or other means of transportation as coordinated by employee in accordance with University policies.

Environmental Demands:
To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver's license is required. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu.
Application Procedure:

To apply, go to [https://go.illinois.edu/160059](https://go.illinois.edu/160059). Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references. Resume dates must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of April 12, 2022.

For further information about the position please contact search chair Travis Burke at tbburke@illinois.edu. For technical assistance with the online application process, please email jobs@illinois.edu.

Administrative Relationship: The Assistant Director, Region 3 is administratively responsible to the Associate Dean and Director, Extension and Outreach.

Qualifications

Required:

- Master’s degree from an accredited institution of higher education required in a field related to the responsibilities of the position. Candidates with a Master’s degree in progress may be considered for interviews, but degree must be completed by hire date. Ten years of professional experience in Extension education or administration or closely related field. Successful and progressive experience in administration and evaluation of educational programs. Experience organizing and directing statewide programs and collaborating with teams. Demonstrated leadership in working effectively with individuals and groups, including volunteers and diverse audiences. Experience in managing budgets and/or grants.

Preferred:

- PhD or EdD from an accredited institution of higher education strongly preferred, in a field related to the responsibilities of the position. Understanding of and commitment to the land-grant university mission. Experience with or deep knowledge of the organization, objectives, policies, and programs of the Cooperative Extension Service. Experience in youth and adult educational delivery in subject content within food, agriculture, ecology, and/or human sciences and with information delivery through various technologies. Experience collaborating with community organizations to develop innovative programs and activities. Understanding rural and urban issues upon which educational programs are determined.

Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills. Evidence of strong interpersonal skills and ability to work collaboratively within a team environment and with diverse groups. Demonstrated experience with building and maintaining diverse networks. Outstanding leadership and creativity skills. Knowledge of civil rights laws and statutes and reporting requirements. Cultural competency and humility.

Administrative Relationship:

The Assistant Director, Region 3 is administratively responsible to the Associate Dean and Director, Extension and Outreach.

Qualifications

Required:

- Conduct all activities in accordance with the Civil Rights Act, Title IX, Rehabilitation, Americans with Disabilities Act, and the University of Illinois Extension Affirmative Action and Equal Employment Opportunity Plan.

- Master’s degree from an accredited institution of higher education required in a field related to the responsibilities of the position. Candidates with a Master’s degree in progress may be considered for interviews, but degree must be completed by hire date. Ten years of professional experience in Extension education or administration or closely related field. Successful and progressive experience in administration and evaluation of educational programs. Experience organizing and directing statewide programs and collaborating with teams. Demonstrated leadership in working effectively with individuals and groups, including volunteers and diverse audiences. Experience in managing budgets and/or grants.

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