

## Position Information

Position Title Director of Extension

Number of Positions 1

Internal/External Posting: External

Area of Specialization

Department MSU - ES Administration

Department Profile The Mississippi State University Extension Service provides research-based information, educational programs, and technology transfer focused on issues and needs of the people of Mississippi.

Position Function The Director serves as the chief administrative officer of MSUES and reports to the Vice President for the Division of Agriculture, Forestry and Veterinary Medicine. The Director provides overall administrative, organizational, and programmatic leadership for the university's outreach activities through the Extension Service. MSUES includes approximately 650 university employees located on campus, at four Research and Extension Centers, 15 branch stations and 82 counties throughout Mississippi. The total budget for MSUES for FY 2010 is approximately \$44 million. Total External sponsored awards through December of FY 2010 were approximately \$11 million.

Essential Duties and Responsibilities The Director leads, supervises, manages and evaluates all MSUES programs and has a primary leadership and management responsibility for ensuring that Mississippi State University is actively engaged with communities, business and industry, education, the agricultural and forestry sector, state agencies, and other constituencies for the benefit of the state's citizens. The Director is responsible for ensuring the coordinated and effective

application of university resources and capabilities to university outreach efforts in a manner consistent with university strengths and priorities and the needs of Mississippi. The Director will promote diversity within the MSUES with respect to faculty, staff and clientele.

Minimum Qualifications

Applicants must have an earned doctorate in an appropriate academic discipline from an accredited university, with at least 3-5 years of successful administrative experience, involving supervision of staff, budget administration, and grant writing/management, in the university, non-profit or agribusiness sector.

Preferred Qualifications

Applicants must have demonstrated expertise in the development and implementation of successful extension/outreach programming.

Knowledge, Skills and Abilities

Applicants must have the ability to effectively communicate with administrators, faculty, limited resource audiences, and other stakeholders, both written and orally. Applicants must also have the ability to interact with and gain support from constituencies outside the University, such as business and industry, state and federal agencies, non-profits and private foundations. They must be able to function effectively as part of a senior administrative team.

Working Conditions and Physical Effort

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility. Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; travel and irregular hours often anticipated; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis. Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands. Job requires standing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds. Vision requirements: Ability to see information in print

and/or electronically.

Mississippi State University invites applications and nominations for the position of Director of Mississippi State University Extension Service (MSUES). Applications must be made on the Mississippi State University Employment opportunities website via the link: [www.jobs.msstate.edu](http://www.jobs.msstate.edu). Qualified persons are requested to submit a letter of application; a statement of administrative philosophy emphasizing their ability to foster effective outreach programs; a statement of their vision for the agriculture and natural resource, family and consumer education, 4-H youth and community resource development programs of the Extension Service; a complete curriculum vitae; names and complete contact information including addresses and phone/email for five professional references. Initial nominations and inquiries will be kept confidential; references will be contacted only upon approval by the applicant. Application review will begin August 2, 2010 and continue until a successful candidate is identified. Nominations of outstanding potential candidates are welcome.

#### Instructions for Applying

Nomination applications and/or inquires should be sent to:  
Greg Bohach, Vice President  
Division of Agriculture, Forestry and Veterinary Medicine  
Box 9800  
MS State, MS 39762  
[gbohach@dafvm.msstate.edu](mailto:gbohach@dafvm.msstate.edu)

Salary commensurate with training and experience; competitive benefits.

Departmental Contact	Greg Bohach
Contact E-mail	<a href="mailto:gbohach@dafvm.msstate.edu">gbohach@dafvm.msstate.edu</a>
Contact Phone (format: xxx-xxx-xxxx)	662-325-3006
Position Open Date	04-28-2010

Position Close Date	Open Until Filled
Position Category	Executive
Tenure Track Status	Non Tenure-Track
Position Type	Regular
Full-Time/Part-Time	Full-Time
12-month/9-month	12 Month
Pay Grade	UC
Minimum Pay - Support Staff Only	
Work Location	Main Campus
Restricted Clause	None
PARF Number	5100