

Associate Director - Alabama Cooperative Extension  
System, Auburn University  
Auburn University

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Downloaded On: Jun. 30, 2024 12:29pm

Posted Mar. 1, 2024, set to expire Oct. 31, 2024

<b>Job Title</b>	Associate Director - Alabama Cooperative Extension System, Auburn University
<b>Department</b>	ACES Administration
<b>Institution</b>	Auburn University Auburn, Alabama
<b>Date Posted</b>	Mar. 1, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Alumni Relations
<b>Job Website</b>	<a href="https://www.auemployment.com/postings/43857">https://www.auemployment.com/postings/43857</a>

**Apply By Email**

**Job Description**

The Alabama Cooperative Extension System (ACES) serves to extend science-based knowledge to the people of Alabama with the goal of improving lives in agriculture, the environment, communities, youths, and families. We are seeking an outstanding leader for the position of Associate Director. This is a full-time administrative position based in Auburn, Alabama. The appointment can be considered, as appropriate, as a tenure-track position for the selected candidate. It is preferred that the candidate hold tenure at the Professor rank.

**University:** Auburn University is one of the nation's premier, public land-grant institutions, and in 2023, it was ranked #93 nationally by *U.S. News & World Report*. Auburn, an R1 research university, maintains high levels of research activity and high standards for teaching excellence, offer, offering bachelor's, master's, educational specialist, and doctoral degrees in the arts and sciences, agriculture, engineering, and the professions. It's 2023-24 enrollment of 33,015 students includes 26,874 undergraduates and 6141 graduate and professional students. The university is nationally recognized

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for its commitment to academic excellence, positive work environment, student engagement, and beautiful campus.

Auburn residents enjoy a thriving community, recognized as one of the "best small towns in America," with a moderate climate and easy access to major cities, beaches, and recreational mountain facilities. The Auburn/Opelika area is a page right out of Southern Living magazine with an idyllic small-town feel, perfecting a unique balance between a close-knit community and driving consistent growth and development. Paralleling the exponential growth of Auburn University, the Auburn/Opelika area boasts services and amenities that cater to any interest. We're proud of our top school systems, city services, award-winning restaurants, and the infectious spirit of life in a college town. You can find us nestled halfway between the beach and the mountains in a lower-cost-of-living area, two hours outside of Atlanta or Birmingham. If you're new to Auburn, we'd love to introduce you. If you're already acquainted with Auburn, we'll keep it simple: it's time to come home!

Learn more about Auburn's impact, generous employee benefits, and thriving community by visiting [aub.ie/working-at-auburn](http://aub.ie/working-at-auburn).

The University is understanding of and sensitive to the family needs of faculty, including dual-career couples. Please see <http://www.auburn.edu/academic/provost/facultyjobs/> for more details.

The incumbent will provide statewide leadership, in collaboration with the Associate Director of Alabama A&M University, to county Extension offices in Alabama to facilitate coordinated operations among seven Extension Districts, personnel development, enhanced extramural support, and strategic partnerships. The Alabama Cooperative Extension System (ACES) is comprised of approximately 700 employees who deliver educational programming in areas of Agriculture, Forestry and Natural Resources (AFNR), Human Sciences (HS), 4-H Youth Development, Community Engagement and Planning, and Urban programs to meet the needs of Alabamians.

**Responsibilities:** The Associate Director reports to the Director of ACES on the Auburn University campus. The Director is organizationally responsible for all facets of the system, while the Associate Director is responsible programmatically for day-to-day operational functions of county operations. Responsibilities include:

- a) Conducting routine meetings with the Assistant Directors for Field Operations (ADFO) and appropriate personnel to ensure consistent and efficient county activities;
- b) Coordinate with the Assistant Directors for Field Operations and Assistant Directors for Programs such that the annual Plan of Work is coordinated and implemented;
- c) Coordinate with the Assistant Directors for Field Operations to enhance county-based funding

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through strategic partnerships at the county level;

d) Collaborate with the following units: Human Resources, Business Office, Informational Technology, and Communications, Strategic Marketing and Client Relations to support all educational initiatives at the county and state level;

e) Work with faculty and staff at the district level with the Assistant Directors for Field Operations to resource county offices, support program implementation, and ensure impact reporting statewide and in all program areas;

f) Provide leadership for recruitment and retention, in collaboration with Assistant Directors for Field Operations, of County Extension Coordinators (CEC);

g) Provide leadership to the statewide Extension student internship program for all program areas;

h) Work with the Assistant Directors for Programs as well as other colleges, schools, and administrators to facilitate local support of programs and communication of local needs assessments;

i) Coordinate county-based Civil Rights audits in collaboration with appropriate personnel;

j) Supervise the Assistant Directors for Field Operations;

k) Provide leadership to budget management and personnel matters for county operations in collaboration with the appropriate Assistant Director for Field Operations and ACES support units, as applicable; and

l) Participate in regional and national leadership roles to represent the Alabama Cooperative Extension System.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**