

POSITION ANNOUNCEMENT

West Virginia University Extension Service

Position Title: Director, Community, Economic and Workforce Development (CEWD)

Assignment Location: West Virginia University (WVU) in Morgantown, W.Va.

Screening Will Begin: January 1, 2016

Brief Description:

West Virginia University Extension Service seeks a leader with a proven record of high levels of performance in teaching, research and outreach. The ideal candidate has a strong work ethic and a commitment to continuing education and to the mission, vision, and goals of WVU and the WVU Extension Service. The mission of the WVU Extension Service is to build and help sustain collaborations and partnerships with people and organizations in West Virginia to improve their lives and communities. Extension's programs and services strengthen leaders of all ages, youth, and families. Extension works to improve the state's communities, workforce, and economy.

The Community, Economic and Workforce Development (CEWD) program unit director will join a dynamic administrative team and help shape the next 100 years of Extension work in West Virginia. The program unit director will provide active leadership and mentoring for the unit's teaching, research, and service missions and to serve as the state program leader for CEWD. The CEWD Unit is made up of four programs (Community Resources and Economic Development, Fire Service Extension, Institute for Labor Studies and Research and Safety and Health Extension. Currently, CEWD has 25 faculty specialists, 9 faculty agents, 5 academic professionals, and 13 classified staff. The unit also employs approximately 100 extension trainers to provide fire service, first responder, and healthcare related training. CEWD works to provides leadership for collaborative efforts that empower people and communities to make a positive difference in their lives. This is accomplished through teaching, research, and service that address labor education, fire and life safety, occupational safety and health, and community resources and economic development. CEWD will sustain and improve the quality of life for people and communities in West Virginia through programs that support leadership for vibrant communities and a healthy economy.

West Virginia University is the four-year, 1862 land-grant institution in West Virginia. It is a Research University (High Research Activity) as classified by the Carnegie Foundation for the Advancement of Teaching and received the Community Engagement Classification, putting WVU in the 6 percent of higher education institutions that Carnegie recognizes for engagement. The main campus is located in Morgantown, rated ninth best college town in America by *Business Insider*. The university community is committed to student-centered priorities, research, and service to the state and nation through innovation and technology.

Major Responsibilities:

The Program Director CEWD will report to the Associate Dean for Programs and Research, and will be responsible for leadership in the development, implementation,

and evaluation of Extension educational programs, research and outreach in community and economic development, labor research and education, occupational, public, and agricultural safety and health, and fire and life safety. This involves:

- assessing program needs by critical review and interpretation of state and national data and published research and seeking broad input to develop a plan-of-work commensurate with institutional resources that addresses identified program needs
- providing leadership to evaluate program outcomes and impacts and engaging in continuous improvement
- supervising, leading, setting expectations, evaluating performance and developing a diverse, capable, and geographically distributed faculty and staff including three Program Leaders (Fire Service Extension, Institute for Labor Studies and Research and Safety and Health Extension)
- Overseeing the unit promotion, tenure, and peer-review process for tenured, tenure-track, clinical track, faculty equivalents and academic professionals including on-campus specialists and county agents
- reviewing and making budget recommendations and decisions
- generating external funds through fees, contracts, grants, and gifts
- working with the Extension development officer to identify potential donors and cultivate relationships
- engaging in scholarship and program development in support of county and statewide programs
- maintaining close cooperation with other Extension program directors, support units, and county personnel
- leading and supporting diversity and social justice initiatives in CEWD
- building and nurturing relationships with WVU academic units
- assessing training/staff development needs in cooperation with the Director of Professional and Organizational Development and Extension's Human Resources Office
- serving as the institution's chief representative and liaison on matters related to Extension community, economic and workforce development
- participating actively and building relationships with national and northeast state program leaders and USDA-NIFA
- serves as the Program Leader for the Community, Resources, and Economic Development program (CRED) within CEWD

Skills and Abilities:

- Experience in leading and motivating a geographically dispersed faculty and staff.
- Ability to plan, design, implement, evaluate, and market meaningful Extension education programs that improve the quality of life for Extension learners.
- Ability to recognize, understand, and facilitate opportunities and to broker resources that best respond to the needs of individuals and communities.
- Mastery of communication skills (written and verbal) and application of varied delivery methods for supporting educational programs and guiding behavior change among Extension learners.
- Ability to establish structure, organize processes, develop and monitor resources, and lead change to obtain educational outcomes effectively and efficiently.

- Ability to successfully interact with diverse individuals and groups to create partnerships, networks, and dynamic human systems.
- An understanding of the history, philosophy, and contemporary nature of Extension and the U.S. Land-Grant University system.

Qualifications: Doctoral degree in an appropriate discipline is desirable. May substitute Master's degree plus five years leadership experience. Experience at the county level is desirable.

Special Requirements:

- Professional accomplishments sufficient to qualify for the rank of Extension Associate Professor or Professor
- Ability to meet travel demands of the position, including a valid driver's license.
- Ability to pass a criminal background check.
- Ability to work flexible hours, including nights and weekends as needed.
- Willingness and ability to make frequent visits to West Virginia counties.
- Ability to accept executive responsibilities and work independently and as a member of an Extension leadership team

Salary:

Salary will be commensurate with professional qualifications and academic rank. In addition, an administrative supplement will be added to the base faculty salary. This is a 12-month, tenured faculty position having significant administrative responsibilities. Annual evaluations are based on performance against a set of goals mutually established and agreed to between the incumbent and supervisor.

Benefits:

- 401k retirement program with employer matching
- Annual leave (24 days annually)
- Sick leave (18 days annually)
- Paid holidays (12+ days annually)
- Workers' Compensation
- Optional benefits:
 - Group Health, Life, and Accident insurances
 - Disability insurance
 - Optional pre-tax benefits:
 - Child care
 - Dental care
 - Supplemental retirement programs
 - Vision care
- Tuition waiver (6 credit hours per semester)
- Travel expense reimbursement
- Moving expense reimbursement
- There are several additional programs and privileges.

Application Process:

If you meet the stated requirements and would like to be considered for the position, all of the following information must be received:

- A cover letter indicating the position that you are applying for and outlining experience and qualifications.
- Resume or curriculum vitae of academic training and professional experience of all academic work using the suggested format that may include the following information:
 - Date(s) of employment
 - Supervisor(s) names
 - Contact information
- A list of three references (including address, e-mail, and phone and fax numbers) who can reflect on your professional strengths.
- All application material must be received in electronic submissions using Word format by closing date or you will not be considered for the position.
- **Transcripts:** undergraduate and graduate (unofficial copy will be accepted, no fax accepted hard copy by mail or electronic only).
- Submit on line at WVU Jobs
<https://wvu.taleo.net/careersection/faculty/jobsearch.ftl?lang=en>

For inquiries, call:

Cindy Fitch, Ph.D., RD, Associate Dean for Programs and Research
 West Virginia University Extension Service
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Social Justice:

The incumbent in this position is responsible for fulfilling the legal and moral mandates of appropriate laws and University policies regarding civil rights compliance, the Americans with Disabilities Act, and related social justice issues.

Equal Employment Opportunity:

West Virginia University is an Equal Opportunity Employer and applicants will be considered solely on the basis of individual qualifications and merit and without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Minorities, persons with disabilities, females, and other protected class members are encouraged to apply.

Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise as necessary.

Visit our web site at www.ext.wvu.edu for additional information about West Virginia University and the WVU Extension Service.