

Regional Director, Southeast Region OSU Extension

The Ohio State University

Caldwell, Ohio

The overall role of the Regional Director, Operations, is to provide leadership to the Extension operations within the Southeast region comprised of 19 counties, organized into two Extension, Education, and Research Areas (EERAs), including all matters affecting personnel, finance, public relations, and business operations, which requires extensive and frequent travel within the region/state; as Associate Chair, the Regional Director works closely with the Chair of the Department of Extension in carrying out responsibilities associated with promotion and tenure development/direction; work collaboratively with the OSU Extension administrative cabinet and Extension employees, numerous advisory committee members, volunteer stakeholders, public officials, and other community leaders and volunteers in the region; work collaboratively with appropriate representatives of Central State Cooperative Extension to ensure visibility and recognition of the contributions of both institutions in implementing county-wide activities that involve CSU and OSU Extension.

Serve as a member of OSU Extension administrative cabinet, and communicate decisions and policies to county personnel pertinent to their functions and responsibilities; direct the regional administrative office; represent Extension and develop and maintain effective working relationships with county commissioners, legislators, and other elected officials and local funders; interact with the Office of Government Relations in the coordination, training, and oversight of county-based professionals; contacts with elected officials; support and enhance Extension's commitment to equal opportunity/affirmative action in employment and programming for diverse audiences; provide leadership in selection and placement of Extension educators and county Extension directors, including the support for on-boarding of new educators and county Extension directors; coordinate the human resources functions in the region with the CFAES human resources unit; provide personnel support to the county units including serving as immediate supervisor to all educators and county Extension directors; mentor and coach Extension educators and county Extension directors in effective performance; responsible for annual performance appraisals; guide and support the development and preparation of Extension program plans, reports, and impact statements as reflected in the annual reporting system; act as a liaison with CFAES Finance Office on campus and county fiscal matters; assist County Extension directors and advisory committees with the preparation of county budget requests; provide assistance to county Extension directors in fiscal planning and budget-related decision making; monitor and provide oversight of county-based spending; approve educator travel and county expenditures; manage the budget for the regional office; assist regional professionals in grant writing and contract administration.

The Ohio State University is committed to establishing a culturally and intellectually diverse environment, and encouraging all members of our learning community to reach their full potential. We are responsive to dual-career families and strongly promote work-life balance to support our community members through a suite of institutionalized policies. We are an NSF Advance Institution and a member of the Ohio/Western Pennsylvania/West Virginia Higher Education Recruitment Consortium.

Required: PhD.; extension knowledge, program development and evaluation, leadership and administrative skills, and supervisory experience; effective communication skills (verbal and written), be highly organized, possess strong collaboration skills, and be proficient with computers and technology; experience working in outreach and engagement with multicultural, diverse, and/or underrepresented groups, and experience in mentoring members of underrepresented groups.

Position is located in Caldwell OH.

Individuals interested in instructional and faculty positions must submit a curriculum vitae and cover letter directly to the academic unit. Check Additional Information for instructions.

To assure consideration, submit a maximum two-page letter describing your qualifications that relate to the position duties and responsibilities, a resume or curriculum vitae, and at least four professional references including names, addresses, email addresses, and phone numbers (candidates will be informed before references are contacted). Only electronic submissions will be accepted, and should be sent to Teresa Funk at funk.67@osu.edu by August 21, 2016.

Selected candidates will be expected to be available for a multiple-day interview process at The Ohio State University's main campus in Columbus, Ohio in addition to the Southeast Regional Office in Caldwell, and the OSU South Centers in Piketon. Anticipated interview times for final candidates are sometime during October or November 2016.

Questions regarding the search may be directed to the search committee chairs:

Dr. Cynthia Torppa: Office (419) 354-9050; Cell (419) 560-1196; email torppa.1@osu.edu

Dr. Andrew Londo: Office (614) 292-4077; Cell (614) 495-6592, email londo.2@osu.edu

The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or gender identity, national origin, disability status, or protected veteran status.