

Michigan State University
Associate Institute Directors
2 positions
Agriculture and Agribusiness Institute
Greening Michigan Institute

As part of Michigan State University Extension (MSU Extension), the Agriculture and Agribusiness Institute (AABI), and the Greening Michigan Institute (GMI), the Associate Institute Director positions will provide statewide leadership and support for the programs associated with either the AABI or GMI Institute. In collaboration with the Institute Director, the Associate Institute Director will provide programmatic leadership and support to staff, including new staff hiring and mentoring, institute work team support, identification of programmatic needs and trends, internal and external communications, institute budgeting and partnership building. This position will collaborate and work with MSU Extension work teams, faculty, specialists and educators, external partners and the Administrative Team. This position is full-time, and based in the MSU Extension Office located on the campus of Michigan State University.

- Assist with statewide needs and trends assessment for programming and applied research.
- Assist with new staff hiring and provide leadership for mentoring and development.
- Work with District Coordinators to address issues/concerns related to programming efforts.
- Provide guidance and assistance to MSU Extension and MSU policy and procedures.
- Serve as a liaison with other institutes to enhance the design and delivery of educational programs, strengthen program quality, and connectivity of work group efforts.
- Oversee coordination for the development of educational materials related to Institute programs.
- Represent the MSU Extension Institute at county, state and national venues, including service on relevant committees and attendance at related conferences/events.
- Assist with staff management and support, applicable work teams, professional and leadership development, staff evaluations, and assistance with Step II and Step III submissions.

- Serve on MSU Extension Administrative Team.
- Strategic planning, multi-level and multi-disciplinary program planning, implementation, and evaluation; includes intra and inter-institute collaborations.
- Provide leadership with staff management and support, including review of programming and information dissemination through in-person discussions, review and feedback of program reporting and evaluation.
- Interact with diverse sets of stakeholders inside and outside of the University.
- Provide administrative guidance and support to Institute staff/teams in writing grants, generating revenue and establishing partnerships that leverage public, private and not-for-profit funds in ways consistent with MSU Extension policies, and which foster effective and expanded programming.
- Collaborate with Institute Director, work team members, and evaluation specialists to assist in writing work team annual plans of work and year-end reports of Institute activities.

QUALIFICATIONS

- Master's degree from an accredited university in a related discipline, or closely related field. Minimum of 5 years of experience in Extension, or similar organization, with an emphasis on related programming.
- Minimum of 2 years of experience providing supervision, policy/procedure development, implementation and interpretation.
- Demonstrated leadership and management abilities.
- Ability to accept and delegate responsibility.
- Demonstrated drive, initiative and ability to work with simultaneous, multiple tasks.
- Ability to develop and maintain positive working relationships intra- and inter-organizationally.
- Experience and proven ability to productively work with a team and develop multi-disciplinary collaborations.

- Strong interpersonal, oral and written communication skills, including the ability to communicate effectively to public and lay audiences.
- Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach.
- Demonstrated success in program development, management and delivery to diverse audiences/communities including but not limited to race, gender, socioeconomic class, disabilities and other differences.
- Experience working with academic faculty and partners to disseminate educational programs.
- Proficiency in use of technology (e.g. web research, Microsoft Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work and educational program delivery, record keeping, reporting, team-based communications and overall management.
- Experience with marketing/promotion of educational programs.
- Understanding of and ability to implement Civil Rights principles and compliance standards.
- Ability to lift and carry educational materials, equipment, etc. up to 25 pounds.
- Ability to regularly travel within the assigned area and surrounding communities, as well as occasional travel outside the assigned area in order to perform duties of this position.

DESIRED QUALIFICATIONS

- Ph.D. in associated discipline, or closely related field.
- Successful proposal development and grant execution experience.

APPLICATION PROCESS

Interested and qualified candidates should visit the Michigan State University jobs page at www.jobs.msu.edu. To apply for the **Agriculture & Agribusiness Institute, Associate Institute Director** position, search for

posting #4840. To apply for **the Greening Michigan Institute, Associate Institute Director** position, search for **posting #4842** to apply.

Applicants are asked to submit an up-to-date resume/CV and a cover letter that includes the names and email addresses of four professional references.

Applications are currently being accepted through April 11, 2017.

This is a full-time, fixed-term position reviewed annually for renewal.