About This Role:

K-State Research and Extension is recruiting for the position of Associate Director for Field Operations in Manhattan, Kansas.

The Associate Director for Field Operations focuses on the overall administrative leadership of our local units. In terms of Cooperative Extension administrative leadership organizational hierarchy, the position is tied with the Associate Director for Extension Programs (Dr. Rick Peterson) for third and answers to, in turn, the Director for Extension (Dr. Gregg Hadley) and the Dean and Director (Dr. Ernie Minton).

This position focuses on the operations oversight of personnel, program and business operations of the local units and policies and procedures leadership as well as board leadership initiatives of our 48 county-based and 20 district-based semi-autonomous local units. The responsibilities include the development of local unit operational policies and procedures, and, as such, the ideal candidate must have a thorough understanding of extension, extension human capital development and management, appropriated and non-appropriated fund budgeting and development, the K-State Research and Extension local unit auditing system, Kansas Extension Council law, government affairs, and leadership development. Works with the Director of Extension and the Associate Director for Extension Programs to provide overall leadership to and administrative oversight for our Cooperative Extension endeavors. This position has supervisory responsibility over our three regional directors and the Leader of Extension Operations, the human capital arm of Cooperative Extension. Regularly liaisons with our elected local unit Extension Councils, the State Extension Advisory Council, county commissioners, the Kansas Association of Counties, the State Attorney General’s office, state elected officials, the K-State Research and Extension Budget/Fiscal Office, and the Kansas State University Division of Information Technology, and University General Counsel office, among others. Initiates organizational development such as district development and organizational change toward more efficient, effective, and sustainable local extension operations.

Why Join Us:

Kansas State University offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, paid time off – vacation, sick, and holidays. To see what benefits are available, please visit: https://www.k-state.edu/hcs/benefits
We Support Diversity and Inclusion: Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the Principles of Community.

What You'll Need to Succeed: Minimum Qualifications:
- Master’s Degree
- Five years of K-State Research and Extension, extensive familiarity with K-State Research and Extension local unit operations experience, and leadership experience at the county, district, regional, and/or state levels.

Preferred Qualifications:
- Demonstrates leadership skills, effective verbal and written communication skills, the ability to resolve conflict, and the ability to work effectively in team settings.
- Academic training and successful professional experience in administration, budget development and management, personnel supervision, and program development, delivery, and evaluation.
- Experience as a county or district extension director with agent supervision responsibilities.
- Demonstrates commitment in the development and delivery of extension programs and local unit staffing that recognizes local unit differences in organizational complexity, population, demographic diversity, and unique issues and educational needs of the potential program audiences.

Other Requirements:
- Applicants must be currently authorized to work in the United States at the time of employment

How to Apply: Please submit the following documents:
1. CV/resume and letter of intent stating their vision for K-State Field Operations and how they would engage the system as the Associate Director for Field Operations.

Screening of Applications Begins: Screening begins on February 9, 2021

Anticipated Hiring Salary Range: Salary range is $106,320-$175,430
Salary commensurate with experience and qualifications

Equal Employment Opportunity: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

Background Screening Statement: In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.