

OHIO STATE UNIVERSITY EXTENSION

Assistant Director Family and Consumer Sciences

POSITION: This is a full-time, 12 month tenure-eligible position within the Department of Extension in the College of Food, Agricultural, and Environmental Sciences.

LOCATION: Headquarters in Columbus, OH

REQUISITION NUMBER: 407330

POSTED: April 11, 2015

DEADLINE: May 10, 2015



JOB DESCRIPTION AND RESPONSIBILITIES: The OSU Extension Assistant Director, Family and Consumer Sciences is responsible for the leadership and the coordination of Extension Family and Consumer Sciences outreach/engagement programming for the College of Education & Human Ecology (EHE) and the College of Food, Agriculture and Environmental Sciences, Department of OSU Extension.

The Assistant Director reports to the Director of OSU Extension/Associate Vice President for Agricultural Administration and serves as a member of OSU Extension's administrative cabinet. This is a faculty, tenure track position. The Assistant Director plans, coordinates, and updates programming with the Dean of Education and Human Ecology. The Assistant Director provides leadership and direction for Family and Consumer Sciences programming with special emphasis on areas related to Healthy People, Healthy Finances, and Healthy Relationships. The Assistant Director will:

- Provide leadership, guidance and vision to OSU Extension's family and consumer sciences program.
- Serve as a member of OSU Extension Administrative Cabinet.
- Serve as a member of the College of Education and Human Ecology Administrative Leadership Team.
- Provide overall supervision, conduct performance reviews, and support professional development of appropriate FCS faculty and staff.
- Communicate statewide programmatic issues and opportunities with OSU Extension administrators, the College of Education and Human Ecology Dean, Departmental Chairs, School Directors, OSU Extension state specialists/staff.
- Work with College Deans, OSU Extension Assistant Directors, Departmental Chairs, School Directors, EHE Center Directors and OSU faculty/staff to identify and support potential interdisciplinary and multi-programmatic efforts that will engage the university with local communities to address issues impacting individuals and families in the areas of healthy people, healthy finances and healthy relationships.
- Represent OSU Extension in addressing issues related to the family and consumer sciences program on the local, state, national and international levels.
- Build and/or support the development of statewide partnerships with state agencies and Ohio State colleges and departments to enhance engagement with Ohio communities around family and consumer sciences related issues.

- Engage in organizational strategic planning/visioning and ensure implementation of strategies within the family and consumer sciences program and in partnership with all other members of Extension Administrative Cabinet.
- Support the efforts of the field specialists through human and financial resource identification, professional development, and building relationships to establish teams.
- Identify, secure and administer financial support for family and consumer science programs and initiatives.
- Assist with the recruitment, placement and professional development of county and state professionals in concert with appropriate administrative and program staff.
- Encourage and engage in applied scholarly and creative work in support of family and consumer sciences programs and professionals.

QUALIFICATIONS: Ph.D. in Family and Consumer Sciences or related field is required. Five years or more experience in overarching strategic direction and leadership. Ability and experience partnering and collaborating with a broad base of stakeholders and decision makers. Previous teamwork experience essential. Demonstrated communication and interpersonal skills. Academic record would qualify candidate for appointment as associate or full professor. Internal and external applicants for positions are also required to accurately self-disclose all criminal convictions when they apply. Background checks will be conducted on internal and external final candidates. Final candidate offer is contingent upon the university's verification of credentials and other information required by law and/or university policies or practices based upon the criminal background check.

SALARY: Negotiable. Must provide own transportation with mileage allowance at the Department of Extension rate.

ANTICIPATED INTERVIEW DATES: Selected candidates will be invited to interview at Ohio State University's main campus in late July or early August, 2015.

OTHER BENEFITS OFFERED: Group life, medical-surgical, major medical, hospitalization, vision, dental and disability insurance, retirement plans, Workers' Compensation, annual vacation, OSU fee allowance and sick leave.

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 IDENTITY, NATIONAL ORIGIN, DISABILITY STATUS, OR PROTECTED VETERAN STATUS.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION OFFICERS: Brian McClain, and Barbara Ludwig, Ph.D., Interim Co-Leaders, Human Resources, OSU Extension, 2120 Fyffe Road, Room 3, Columbus, OH 43210-1084

APPLICATION INSTRUCTIONS: Please submit application materials to:

Lisa M. Dune
 Administrative Associate to the Chair, Ken Martin
 College of Food, Agricultural, and Environmental Sciences OSU Extension
 Room 3 Agricultural Administration Building
 2120 Fyffe Road Columbus, OH 43210
dune.2@osu.edu

Please include with your application materials:

- Cover Letter
- CV
- Statement addressing your experience in Family and Consumer Sciences, or related field and how you can help to achieve the goals outlined in the position description, including a statement of experience working with and mentoring under-represented or under-served groups
- A minimum of three letters of recommendation
- List of three supervisory references – please include name, title, phone number and email address for each

The Ohio State University, The United States Department of Agriculture, and County Commissioners Cooperating