

ALABAMA COOPERATIVE EXTENSION SYSTEM  
ASSISTANT DIRECTORS

**The Alabama Cooperative Extension System** is seeking candidates for **three** Assistant Director positions, one for each of the following areas:

- Agriculture, Forestry and Natural Resources
- Four-H and Youth Development
- Family and Community Development

These positions will be housed at ACES State Headquarters on the campus of Auburn University. ACES is the outreach unit of Alabama A&M University and Auburn University. The Assistant Director(s) interface with all ACES employees affiliated with both institutions that are located on both campuses and throughout the state. Auburn University is nationally recognized for its commitment to academic excellence, the beauty of the campus, positive work environment, and exciting student life. The community has an excellent school system, quality recreational facilities, and strong medical health facilities and is located approximately two hours from Birmingham, Alabama, and Atlanta, Georgia. The anticipated starting date for this position is July 1, 2003.

### **Responsibilities**

Each Assistant Director is expected to provide statewide leadership for his or her area of responsibility. Four Assistant Directors serve as members of the Program Management Team, which is responsible for planning, implementing and delivering comprehensive statewide Extension programs to Alabama's rural and urban constituents. Each Assistant Director will supervise the Extension unit(s) assigned; will provide statewide leadership and training to employees on program planning, implementing, evaluating, and reporting; is expected to be a cooperating and contributing member of the System Program Management Team; will serve as liaison with the academic community; will actively seek extramural funding; will approve all expenditures and manage all financial accounts of areas assigned; will provide and participate in program reviews of academic units that receive Extension funding; and will perform other duties as assigned.

### **Required Qualifications**

**Assistant Director - Agriculture, Forestry and Natural Resources** - The successful candidate will have an earned doctorate within a discipline or combination of disciplines that provides leadership and administration of Extension programs in agriculture, forestry and natural resources and five years' experience with successful program development in the area of agriculture, forestry and natural resources within an Extension organization.

**Assistant Director - Family and Community Development** - The successful candidate will have an earned doctorate within a discipline or combination of disciplines that provides leadership and administration of Extension programs in family and community development and five years of experience in successful program development in the area of family and community development within an Extension organization.

**Assistant Director - Four-H and Youth Development** - The successful candidate will have an earned doctorate within a discipline or combination of disciplines that provides leadership and administration of Extension programs in 4-H and youth development and five years of experience in successful program development in the area of 4-H and youth development within an Extension organization.

In addition, each position requires at least three years of professional experience in Extension program leadership, management, and administration and three years of successful supervisory experience. Candidates must possess an understanding of the principles of fiscal management.

Salary will be commensurate with education and experience. Extensive travel will be required in each position.

**Applications/Nominations**

Nominations and applications are welcome. Nominations should include complete name and address of nominee.

To be considered, submit a letter of application, resume, copies of transcripts, and three letters of reference no later than Monday, March 31, 2003:

Ms. Barbara M. V. Duncan, SPHR  
Extension Associate Director for Human Resources  
104 Duncan Hall  
Auburn University, AL 36849-5615  
PH: (334) 844-5324  
FAX: (334) 844-5345

**Minorities and women are encouraged to apply.**

Information on ACES can be found at [www.aces.edu](http://www.aces.edu).

ACES is an affirmative action/equal opportunity employer.