

WVSU Research and Development Corporation

Job Description

Job Summary

The Assistant Dean of West Virginia State University (WVSU) Extension and Outreach/ Director of the Center for the Advancement of Science, Technology, Engineering, and Mathematics (CASTEM) is responsible for supporting the leadership, administration and evaluation of University Extension educational products in the Extension program areas and for the overall leadership, administration and evaluation of educational outreach programs and products at the WVSU CASTEM.

Working in collaboration with the WVSU Douglass Institute Administration, the Assistant Dean, Extension/Director of CASTEM will provide aid for the development of high-impact educational programs and publications in all program areas of WVSU Extension and Outreach as well as provide visionary and contemporary leadership for the development and delivery of high-impact extension educational programs, products and applied research in CASTEM. The Assistant Dean, Extension/ Director of CASTEM will also be expected to lead WVSU Extension & Outreach and CASTEM personnel in identifying opportunities for engagement with academic leaders and administrators (such as College Deans and Department Chairs) on campus.

Essential duties and Responsibilities

Leadership and Administration	60%
Fiscal Management	20%
Curricula and Program Development	5%
Technical Assistance	5%
Other Duties as Required	10%

Essential Duties and Responsibilities include the following:

Administration 60%

- Serve in an administrative role with the Associate Dean of Extension assuming administrative duties of that office when the Associate Dean is unavailable.
- Give particular leadership to coordinating and uniting the efforts of interdisciplinary STEM initiatives across campus that address major issues in West Virginia across program areas.
- Lead the formation and operation of program workgroups, evaluating budgetary needs, conducting periodic reviews and promoting re-formation of workgroups as needed to address changing program priorities as it related to STEM initiatives.
- Liaison with the College of Natural Sciences and Mathematics at WVSU to provide interactive dialogue regarding actual and potential program implementation, funding opportunities and other items of importance.
- Ensure program plans are consistent with the GRDI mission and conform to policies and objectives of the GRDI and the WVSU R&D Corporation.
- Employ comprehensive program planning with ongoing involvement from GRDI administrators, advisory committee members, stakeholders, and university faculty & staff to identify priority community needs.

- Promote team efforts in cross-program, multi-disciplinary, statewide and multi-state priority issues.
- Assist in the creation and evaluation of informal educational programs, products, and research initiatives with CASTEM and Extension employees, Research Scientists, Faculty and other curricular and program positions.
- Direct the implementation of various programs as personal skill set, interest, need and time allow.
- Identify and assist in the deployment of multiple communication strategies and products to inform stakeholders of programs, resources, and best practices.
- Provide leadership for and ensure effective delivery of on-campus programs such as Research Rookies, LSAMP, education and outreach components of EPSCoR programs, etc.

Fiscal Management 20%

- Develop awareness and assist in the management of the annual program budget for Extension programming. Develop and manage CASTEM programmatic budget.
- Proactively seek, identify, and obtain appropriate extramural funding for STEM and other programs and applied research inclusive of grant writing, partnership development, and cost recovery.
- Responsibly deploy and fulfill reporting requirements of all funding resources.
- Create fiscal and administrative reports as assigned and requested by administration.

Curriculum and Program Development 5%

- Participate in the program development and delivery process with Extension, Research, and CASTEM personnel at all levels.
- Assist in the creation and evaluation of numerous educational programs and products with Extension Specialists, Research Specialists, and other curricular and program positions.

Technical Assistance 5%

- Provide technical assistance to Extension and CASTEM staff in areas of expertise.
- Provide consultation, technical assistance, and education to a diverse audience of stakeholders.

Other Responsibilities as Assigned 10%

- Conduct activities to foster a positive public image of West Virginia State University Extension, The Gus R. Douglass Land-Grant Institute for Agriculture, Consumer, Environmental and Outreach Program, and West Virginia State University, an 1890 Land-Grant Institution.
- Represent West Virginia State University Extension and CASTEM with appropriate individuals, agencies, and organizations on a state, regional, national, and international basis.
- Share leadership in Extension's commitment to employ from and program for the diversity represented in West Virginia's population.
- Administer Extension Program Leaders and staff to provide leadership for interdisciplinary programs. This includes programs with West Virginia University

- Extension Service and other university partners as well as external agency and organizational partners.
- Other duties as assigned.

Supervisory Responsibilities

No direct supervisory responsibilities as it relates to Extension personnel, however, the Assistant Dean will assist the Associate Dean in developing and analyzing annual plans of work for Extension personnel and program units. The Director of CASTEM is responsible for the overall direction, coordination, and evaluation of the CASTEM Program Area, and carries out supervisory responsibilities in accordance with the organization's policies and applicable state and federal laws. Responsibilities of the position include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplinary employees; addressing complaints and resolving problems.

Education and/or Experience

An earned Master's degree and at least one degree in STEM or STEM Education, is required. Doctoral degree preferred. The successful candidate will have strong written and oral communication skills and a minimum of 3 years administrative experience in working with diverse clientele and organizations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Please send cover letter, resume, unofficial transcript, and recent letters of recommendation from three professional references with contact information to: Brunetta Gamble-Dillard, Director of Business and Finance/Human Resources, West Virginia State University Research and Development Corporation, POB 1000, 204 ACEOP Administration Building, Institute, WV 25112 or via email RDemployment@wvstateu.edu. Questions may be directed to 304 766 4133. Review of applications will begin immediately and continue until position is filled.

West Virginia State University Research and Development Corporation is an equal opportunity/affirmative action employer.