Associate Dean for Extension Coordination
Position Description

- **Supervisor:** Carolyn Lawrence-Dill

- **Job Profile:**
  - Associate Dean (Administrative Professional/Administrator)
  - Exempt

- **Job Description Summary:**
  - The Associate Dean for Extension Coordination provides strategic leadership for the College of Agricultural Sciences' Extension portfolio and serves as the primary liaison between the College and the Office of Engagement and Extension (OEE).

Job Description:

- **Essential Job Duties:**
  - Strategic Leadership for CAS Extension - Provide strategic leadership for CAS Extension activities; serve as the primary CAS liaison with OEE; coordinate shared priority-setting, planning, communication, and implementation across departments, Extension Program & Research Units (PRUs), and Extension leadership.
  - Extension Appointment Coordination - Coordinate the evolving Extension appointment model, including cornerstone faculty roles and renewable Extension appointments.
  - Faculty Engagement and Support - Support faculty success in Extension programming, engaged scholarship, and community-connected work through onboarding, mentoring, professional development, clear expectations, and support for interdisciplinary or rapid-response initiatives.
  - Strategic Initiatives and Innovation- Coordinate competitive seed funding ($50k-$100k), rapid-response projects, sabbatical lines (2), operational/travel support and strategic pilot initiatives that strengthen community impact and interdisciplinary collaboration in partnership with department heads and OEE.
  - Accountability, Metrics, and Impact Assessment - Help develop and implement shared metrics tied to community needs, PRUs, and the land-grant mission; synthesize and communicate Extension outcomes while using existing processes where possible to avoid unnecessary reporting burden.
  - Stakeholder and Community Engagement - Represent CAS Extension with producers, commodity groups, counties, agencies, alumni, community partners, and external stakeholders; strengthen trust and collaboration between campus-based faculty and field-based Extension professionals.

Decision Making: Oversees a ~$2M expenditure budget, supporting CAS Extension, outreach and engagement activities, personnel, and programs. Provides college-wide guidance on Outreach and Extension strategies. Coordinates requests for proposals and leads review processes to inform the selection of faculty-led initiatives.

Supervision: May supervise personnel including directors, assistant deans, staff, and students.

Minimum Qualifications:

- Tenured Professor in good standing as of July 1, 2026 in the College of Agricultural Sciences.
- Demonstrated record of excellence in Extension, outreach, engagement, and/or translational scholarship consistent with appointment at a research-intensive land-grant university.

- Demonstrated administrative, leadership, or program coordination experience in academic, Extension, research, or public engagement settings.

Preferred Qualifications:

- Experience leading interdisciplinary or multi-institutional initiatives involving outreach, applied research, or community engagement.
- Experience with Cooperative Extension systems, including appointment structures, county partnerships, or statewide programming models.
- Record of securing external funding, contracts, gifts, or partnerships supporting Extension or applied scholarship activities.
- Experience working with agricultural, natural resources, rural, food systems, youth development, or community and economic development stakeholders.
- Demonstrated success translating research into practical application, policy, workforce development, or public impact.
- Experience supervising personnel, budgets, or organizational change initiatives.
- Familiarity with federal and state Extension funding mechanisms and capacity funding environments.
- Evidence of commitment to faculty mentoring, leadership development, and building collaborative institutional culture.
- Experience engaging with diverse rural, urban, tribal, or underserved communities. Experience representing the College effectively with external partners, legislators, industry groups, and university leadership.
- Strong interpersonal, communication, and relationship-building skills, including the ability to work effectively with faculty, staff, students, producers, commodity groups, community partners, and external agencies.
- Demonstrated experience managing complex initiatives, balancing competing priorities, and advancing strategic goals in collaborative environments.
- Ability to support and strengthen a culture of accountability, transparency, innovation, and shared governance.

Conditions of Employment:

- Pre-employment Criminal Background Check (required for all new hires).
- Valid driver's license by employment start date.
- Authorized to work in the United States by employment start date.
- Some travel and weekend work required as necessary.

- **Location:** Fort Collins, CO

- **Time Type:** Part-time (50% Administrative Professional/Administrator, 50% retain faculty position in home academic department)

- **Worker Sub-Type:** Admin professional (regular), FTE – Part-Time, 20 hours per week

- **Salary Range:** $90,000-$110,000 (for .5 FTE; the other half would equate to current salary at .5 FTE)