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Developed by:.....CC-M  
Reviewed by:.....SG  
Approved by:.....LK  
Date:.....08/04

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Director, Cooperative Extension Education Center  
**DIVISION:** Academic Affairs (CELS - Cooperative Extension)  
**REPORTS TO:** Associate Dean, CELS &  
Associate Director, Coop Extension  
**GRADE:** 15  
**SUPERVISES:** Support staff

**BASIC FUNCTION:**

Responsible for the Cooperative Extension Education Center's outreach program development and delivery, for supervision of staff, and for resource management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for the application of research through outreach activities and programs that includes, but is not limited to, integrated pest management, environmental horticulture, biological control, biology and ecology of exotic invasive species, vector-borne diseases, water quality and environmental problems.

Develop and teach outreach curricula directed towards diverse stakeholders, including professionals and the public.

Coordinate diagnostic services offered through the Cooperative Extension Program.

Supervise undergraduate experiential learning opportunities.

Responsible for the Center's public relations and outreach efforts.

Develop community and professional networks.

Participate in College and University service responsibilities.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and printers; word processing, database, and spreadsheet software.

**Director, Cooperative Extension Education Center**  
**Page 2 of 2**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** Doctoral degree in life sciences; experience with Cooperative Extension and Agricultural Experiment Station programs; significant outreach experience, including event management, media relations, program development, implementation and management; proven research track record, including success in grant funding and contract writing; proven record of publications; strong organizational and interpersonal skills, and the ability to communicate effectively through public speaking, print, and broadcast media.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**