

Assistant Director for Field Operations (ADFO)
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=257709>

Downloaded On: Aug. 6, 2025 11:18am

Posted Jun. 4, 2025, set to expire Oct. 31, 2025

Job Title	Assistant Director for Field Operations (ADFO)
Department	ACES Administration
Institution	Auburn University Auburn, Alabama

Date Posted	Jun. 4, 2025
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Associate/Assistant Director
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Academic Field(s)	Agricultural Extension
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Job Website	https://www.auemployment.com/postings/53972
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Apply By Email

Job Description

Job Summary

The Alabama Cooperative Extension System (ACES) is hiring an **Assistant Director for Field Operations (ADFO)**.

Reporting to the System Associate Directors, the ADFO will provide leadership to their assigned geographic area within the ACES field operations in a multi-county region and administrative and programmatic support to extension personnel assigned to the regions in understanding, planning, developing, implementing, and evaluating an effective Extension Education Program. Responsible for regional leadership to build a culture of communication, connection, and collaboration that reinforces mutual accountability and organizational values through strong regional communities of extension personnel and support relevant programming that addresses economic and social challenges of counties, region, and state. Works in close cooperation with the Assistant Directors for Programs and is a member of the System Program Team.

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This position serves in the West Central region and includes Choctaw, Dallas, Greene, Hale, Marengo, Pickens, Sumter, Tuscaloosa, and Wilcox counties.

Essential Functions

- Provide visionary leadership and direct supervision to County Extension Directors and co-supervision of Extension Agents. Foster a culture of collaboration, accountability, and continuous improvement by providing input and assistance to State Program Leaders, Extension Agents, and other employees within the assigned regions.
- Create a supportive work environment by addressing employee needs, resolving conflicts, and promoting professional growth.
- Work with County Extension Directors to strengthen relationships with county commissions, community organizations, and stakeholders to enhance program impact and visibility.
- Guide regional planning, implementation, and evaluation of Extension programs that address local and statewide challenges.
- Leads program planning process within the region to include development of advisory committees and councils, annual needs assessments, plan-of-work development, implementation, and reporting.
- Support teams in identifying and securing funding through grants, contracts, public appropriations, and other revenue streams.
- Oversee compliance, budgeting, and administrative functions in coordination with ACES business offices.
- Serve as the first level reviewer of the county Civil Rights plans and annual Civil Rights desk reviews and participates in conducting internal Civil Rights reviews.
- Encourage the use of technology, social media, and digital tools to expand outreach and engagement.

Why Work at Auburn?

- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.

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- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

Ready to lead and shape the future of higher education? Apply today! War Eagle!

Minimum Qualifications

- Master's degree in discipline related to extension programming
- 7 years experience in supervising and/or leading employees or volunteers and experience leading or coordinating programs or events.

Expectations:

- Demonstrated success in **supervising and mentoring staff**, including performance evaluation, conflict resolution, and professional development.
- Proven track record in **program development, implementation, and evaluation** at the community or regional level.
- Experience in **building and sustaining partnerships** with public agencies, nonprofits, and community stakeholders.
- Excellent written and verbal communication skills.
- Strong organizational and time management abilities.
- High level of integrity, professionalism, and adaptability.
- Willingness and ability to **travel extensively** throughout the assigned multi-county region.

Minimum Skills, License, and Certifications

Minimum Skills and Abilities

- Deep understanding of the **Land-Grant University system** and the mission of Cooperative Extension.
- Strong knowledge of **human resources policies**, employment law, and best practices in team leadership and organizational development.
- Familiarity with **contracts and grants administration**, including budgeting, compliance, and reporting.
- Demonstrated ability to **generate and manage diverse revenue streams**, including public

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appropriations, grants, contracts, user fees, and donations.

- Skilled in **coaching, team building, and conflict resolution**, with a commitment to fostering a positive and inclusive work environment.
- Proficiency in **strategic planning, needs assessment, and stakeholder engagement**.
- Technological fluency, including the use of **digital tools, social media, and virtual collaboration platforms** to enhance outreach and communication.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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