

Associate Director for Extension
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=269467>

Downloaded On: Dec. 19, 2025 5:39pm

Posted Dec. 18, 2025, set to expire May 10, 2026

Job Title	Associate Director for Extension
Department	College of Agriculture and Applied Sciences
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Dec. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Agricultural Extension
Job Website	https://jobopps.alcorn.edu/postings/7893

Apply By Email

Job Description

The Associate Director for Extension is responsible for administering and managing the Extension Program in accordance to applicable federal and state laws and regulations and university policies. The incumbent is accountable for providing leadership, coordination, supervision and assistance necessary to plan, implement and maintain an effective and efficient Extension Program. The Associate Director of Extension works in close collaboration with the Dean and Director of the College of Agriculture and Applied Sciences.

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Knowledge Skills and Abilities

- Demonstrated leadership skills, vision, and ability to identify and build on the strengths of a successful Extension organization.
- The ability to think strategically and build consensus and engage the staff and administration in collegial and constructive decision making.
- Significant and successful administrative experience.
- Strong management skills, including experience in financial management, strategic planning, and team-building; and
- The capacity and desire to lead the Extension organization in educational programs and technical assistance initiatives.
- Committed to excellence and effectiveness in educational programming and experience in conducting applied research are essential.



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Essential Job Functions

- Coordinate with the program staff and other university officials in developing and/or maintaining long-range and annual plans for the program.
 - Provide the coordination, supervision and assistance necessary to ensure that the goals and objectives of the program are achieved on a timely basis.
 - Assist in the selection, orientation and training of program staff.
 - Prepare budget estimates and the final budget.
 - Coordinate the preparation and submission of all reports required by Alcorn State University, USDA, Science Education Administration (SEA) and other appropriate agencies.
 - Ensure the proper use, maintenance, security and accounting for facilities and equipment assigned to or acquired by the program.
 - Maintaining accurate and up-to-date, departmental personnel files on all program employees.
 - Enforce and adhere to university policies related to the operation of the program.
 - Monitor and evaluate the implementation of the program and make recommendations to the Dean of the School of AREAS for program modification, expansion and/or curtailment as be appropriate.
 - Provide staff members with the coordination, training, supervision and assistance necessary to carry out their responsibilities in an effective and efficient manner.
 - Coordinate and cooperate with Mississippi State University's Cooperative Extension Program to encourage a beneficial relationship between both programs.
 - Conduct regular evaluation of the program staff members and provide them with appropriate feedback.
 - Recommend the hiring, retention, promotion, salary change and termination of staff members to the Dean of School of AREAS.
- Keep abreast of federal and state laws and regulations affecting the Extension Program and keep appropriate university officials informed and up-to-date.
- Keep abreast and up-to-date of the university policies governing the operation of the program and assist in reviewing the policies and recommending changes when necessary.
 - Encourage and promote an effective working relationship among extension, research and teaching at the university.
 - Participate in meetings, conferences, seminars, etc., that will enhance his/her professional performance.
 - Provide opportunities for staff members to improve their professional competencies and encourage them to do so.
 - Execute any and all other responsibilities within university policies and applicable federal and state laws and regulations which will promote and foster the program's achievement of the university's mission and goals.
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Qualifications

An earned PhD in an appropriate field from an accredited institution; he/she should be at the Rank of Associate Professor (in current position) and has the ability to obtain rank and tenure as Professor in the College of Agriculture and Applied Sciences at Alcorn State University.

Contact Information

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

Contact