Notice of Vacancy

WSU EXTENSION SPECIALIST or EDUCATOR
PROFESSIONAL DEVELOPMENT SYSTEM DIRECTOR
Position # 99768

Internal search - position is available only to current WSU employees

Position Description: Faculty, 12-month, full-time appointment. This position is responsible for providing leadership in the development, implementation, coordination, supervision, and annual evaluation of all aspects of the WSU Extension Professional Development system. The Professional Development Director will identify core competencies for Extension employees, identify existing opportunities, assess and bridge needs, promote professional development activities for the core competencies, and oversee the establishment of a WSU Extension Professional Development website. The position works with Extension professional development committees to provide feedback to WSU Extension Administrative Team regarding program needs.

Working Title: WSU Extension Professional Development Director

Qualifications: Required: Master’s Degree. Demonstrated excellent interpersonal communication skills. Work experience and demonstrated ability to conduct professional development programs and project planning, management and evaluation. Demonstrated ability to work with diverse audiences. Work experience within the Extension system. Desired: Doctorate degree in adult education. Demonstrated ability to work effectively as a team member, work independently and be self-motivated. Demonstrated ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner. Demonstrated competency in using electronic communications methods and equipment for distance education.

Line of Responsibility: This WSU faculty member is responsible to the Dean and Director of WSU Extension. This position will function as an integral part of the WSU Extension team in the area of professional development program planning, delivery and evaluation.

Responsibilities and Duties:
May include any or all of the following

• Plan, develop, implement, and annually evaluate the WSU Extension Professional Development system based upon core competencies and identified priority issues for multiple tracks.
• Determine existing opportunities, curriculum, policies and procedures, and conduct informal and formal program need/opportunity assessments for multiple professional development tracks.
• Establish professional development categories—performance enhancement (software, etc), knowledge enhancement, institution enhancement (online grants and budget training), personal enhancement (for well being of the individual).
• Develop an orientation plan for all employees that includes core competencies covering basic information that all employees should know including ethics, diversity, communication and computer skills, etc.
• Develop a Professional Development Guide Book consisting of core competency guidelines or requirements and self assessment tools for the different personnel classifications of administrative, faculty, administrative professional and classified employees.
• Establish minimum and maximum number of hours for professional development to ensure that all employees are allowed an opportunity for growth, and to ensure that professional development becomes the accepted norm.
• Make recommendations to strengthen delivery methods for all Extension employees by identifying training delivery protocols as needed.
• Establish and maintain a WSU Extension Professional Development Website presence with links to professional development resources and opportunities and a calendar of events.
• Facilitate the preparation of correspondence, newsletters, marketing materials, and other materials related to professional development activities.
• Maintain program files, keep accurate records, and complete reports as necessary.
• Respond to requests for professional development information either in person, by phone, correspondence, or electronic means.
• Other duties as assigned

Job Expectations
• Maintain confidentiality of sensitive information.
• Maintain working knowledge of current trends and programs involved with professional development education.
• Exercise independent judgment and responsible decision-making to manage an office and administer policies and procedures consistent with WSU and USDA CSREES.
• Take initiative to organize, manage, and prioritize multiple demands and projects efficiently, and to complete assignments in a meticulous and timely manner.
• Use electronic communication methods and equipment for Extension education and daily work activities.
• Operate and dress in a professional manner representing Washington State University.
• Know and carry out the principles and specific requirements of the Civil Rights Act of 1964, the Affirmative Action Plan, Equal Employment Opportunity requirements and all pertinent rules and regulations.
• There is an expectation of travel year-round. Reliable transportation (mileage reimbursed) is required. Evening and weekend work with occasional travel outside the area is required. While using a private vehicle for official business, the successful candidate must have current automobile liability insurance (meeting the requirements described in RCW 46.30.020 and RCW 46.29.090) and will possess a valid driver’s license.

Salary: Commensurate with the candidate's academic and professional qualifications and available funding.

Application Process: Screening of application materials will begin on February 3, 2006.

Apply by submitting a letter describing how your experience and training support the major responsibilities and qualifications for this position. Include current vitae and three current letters of recommendation to: Sherri Frederick, WSU Extension, 411 Hulbert Hall, PO Box 646241, Pullman, WA 99164-6241, or contact Sherri at 509-335-2822, FAX 509-335-2926, or email extension@wsu.edu.

For further information about the position, contact Rob McDaniel, WSU Extension, 215 Hulbert Hall, PO Box 646230, Pullman, WA 99164-6230, 509-335-2937, or FAX 509-335-2959; or email mcdaniel@wsu.edu.

Washington State University is an Equal Opportunity/Affirmative Action Educator and Employer. Member of ethnic minorities, women, Vietnam-era or disabled veterans, persons of disability, and/or persons age 40 and over are encouraged to apply. WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by U.S. Citizenship and Immigration Services. Accommodations for applicants who qualify under the American with Disabilities Act are available upon request.