

DRAFT 8/13/19

Position Announcement

Executive Director of the Southern Association of Agricultural Experiment Station Directors (SAAESD) 2020

The Southern Association of Agricultural Experiment Station Directors seeks an individual to serve in a full time (12 month) position as **Executive Director of SAAESD**. SAAESD is one of five regional associations with responsibility for facilitating and enhancing regional and national research collaborations, particularly through the federally-funded Multistate Research program. The SAAESD is composed of Agricultural Experiment Station (AES) administrators of the 1862 Land-grant Universities in the 13 states and two territories of the Southern Region (AL, AR, FL, GA, KY, LA, MS, NC, OK, PR, SC, TN, TX, VI, VA). Additional information on SAAESD can be found at <https://saaesd.org/>. The Executive Director is an employee of the 15 AES Chief Operating Officers of SAAESD and reports to its Chair on a day-to-day basis. One of the SAAESD institutions will host the Executive Director's, and their assistant's, offices (to be determined in conjunction with the candidate) and provide an appropriate faculty appointment.

RESPONSIBILITIES:

Responsibilities of the Executive Director are divided between regionally focused (60%) and nationally focused (40%) activities. Areas of responsibility include, but are not limited to, the following:

- Facilitate and enhance inter-institutional collaborations among member institutions within the Southern Region and other appropriate public and private partners nationwide.
- Manage the SAAESD office, budget, and other business affairs; including supervision of the Executive Director's assistant(s).
- Manage the SAAESD Multistate Project portfolio, proposal review & approval process, project reporting, Multistate Research Committee, SERA Review Committee, Administrative Advisors and other activities related to the Multistate Project System.
- Oversee maintenance, updating, and enhancement of the SAAESD web site.
- Enhance integration of research activities with Extension and academic programs, particularly within the Southern Region through collaboration with the Association of Southern Region Extension Directors and their Executive Director, as well as the Southern Region Academic Programs Section.
- Stay informed on current issues related to federal business processes, compliance, and reporting requirements through interaction with the Southern Business Officers Association.
- Identify and communicate emerging issues and opportunities to SAAESD members, and facilitate regional involvement as appropriate.

- Provide data and information as needed to assist the Southern Region Research Directors in efficient and effective AES management; including organization of appropriate meetings and conference calls for SAAESD members, either alone or jointly with other groups.
- Assist new Directors in understanding the organization, purpose, and function of SAAESD, APLU's Board on Agriculture Assembly, and the Multistate Project System.
- Promote the Southern Region's priorities and interests to decision makers and other stakeholders who can influence federal policy and funding, particularly related to NIFA capacity and competitive grants.
- Represent the Southern Region Research Directors at meetings and conferences of appropriate regional and national associations, organizations, and other groups.
- Work within the APLU Board on Agricultural Assembly through support of the Experiment Station Committee on Organization and Policy (ESCOP, <http://escop.info/>), and its various committees, to further the regional and national AES agenda.
- Support SAAESD members providing leadership on national committees and in ESCOP chair rotation.
- Work with USDA's NIFA and ARS to promote favorable federal policies, rules, and processes to enhance the Southern Region's ability to conduct research efficiently and effectively.
- Collaborate with other 1862 and 1890 regional research and Extension Executive Directors/Administrators on national committees, task forces, and other activities to enhance agricultural research nationally and internationally.
- Extensive travel regionally and nationally to fulfill the responsibilities listed above.
- Carryout other tasks as requested by SAAESD Directors and their Chair.

QUALIFICATIONS:

- Earned doctorate in the agricultural biosciences, agricultural economics, environmental sciences, or related disciplines.
- Successful leadership and administrative experience in an Agricultural Experiment Station Director's office, or equivalent level agricultural research office; including responsibility for development, administration, and appraisal of research programs.
- Vigorous supporter of the tripartite Land-grant University mission of teaching, research, and Extension.
- Willingness and ability to travel regionally and nationally in performance of duties and responsibilities.
- Ability to work with individuals, agencies, and programs under widely divergent conditions and a commitment to promoting diversity and inclusion in the SAAESD.
- Experience in the interpretation and distribution of information from many different sources.
- Ability to build and facilitate successful teams (both faculty and administrators), identify common goals, set timelines and measurable outcomes, promote collaborative effort, and complete the intended task.
- Effective electronic, verbal, and organizational communication skills.

LOCATION AND START DATE:

Location at an 1862 Land-grant University in the Southern Region. Start date is ___ 1, 2020, or as negotiated.

SALARY AND FRINGE BENEFITS:

Salary will be commensurate with qualifications and experience. Term of contract is negotiable. Fringe benefits will be those commonly provided to tenure-track faculty at the institution where the position is located.

CLOSING DATE FOR APPLICATIONS:

Evaluation of applications will begin ___ 1, 2020, and continue until a successful candidate is selected.

LETTERS OF APPLICATION AND NOMINATIONS:

Nominations and/or letters of applications are welcome. Individuals interested in this position should submit a curriculum vita, a statement of their vision for this position and the SAAESD, the names and contact information of at least four references, and a cover letter explaining their interest in the position. Applications must be received electronically (pdf) by _____, 2020. Please submit all application materials to:

Dr. Steven Lommel
SAAESD Executive Director Search Committee Chair
Associate Dean and Director for NCARS
North Carolina State University
Email: steve_lommel@ncsu.edu
Phone: 919-515-2717

All the State Agricultural Experiment Stations in the Southern Region are
affirmative action/equal opportunity employers.



Eric Young <eyoung@ncsu.edu>

SAAESD Executive Director Search Committee and Job Description

1 message

Steve Lommel <slommel@ncsu.edu> Sun, Aug 4, 2019 at 8:47 AM
To: Steven Lommel <slommel@ncsu.edu>, "Hopper, George" <gmh58@msstate.edu>, "Mostaghimi, Saied" <smostagh@vt.edu>, jfmeull@uark.edu, "Jacobsen, Jeff" <jjacobsn@msu.edu>
Cc: Eric Young <eyoung@ncsu.edu>, Cindy Conyers <cindy_conyers@ncsu.edu>

Dear SAAESD ED Search Committee,

Steve Lommel, Chair, Director NCARS
George Hopper, Director MAFES & Dean CALS
Saied Mostaghimi, Director VAES
J.F. Meullenet, Director AAES
Jeff Jacobsen, Executive Director NCRA

Thank you all for agreeing to serve on the search committee for our next SAAESD ED. Attached is a draft job description prepared by Eric Young. Please review, revise and edit the job description and return edits. I will collate the changes. I would like for the committee to agree on a job description prior to the September meeting. At the September meeting I would like to share the job description with all the directors for approval. Please provide suggestions on ways to disseminate the job description, listservs, journals, websites etc. Also, I would like each member of the search committee to identify prospects and actively recruit candidates.

We are currently working on a time-line in which Eric will retire sometime in the Spring of 2020 and will give us at least a six months official notice. Given this, I propose the following time line for a six month search that we can deliberate over decide on and present at the September meeting. Please comment on this.

- September 2019 finalize & approve job description
- 1st of Month 1 publicly announce & disseminate and advertise position
- End of Month 2 close position & review applications
- Month 3 interview candidates
- Month 4 Offer position, negotiate salary duty station etc and close deal
- End of Month 6 New ED starts. Do we want to consider a month or two overlap between directors for smooth transition?

Any other comments and suggestions are welcome

Thanks
Steve

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Steven A. Lommel
William Neal Reynolds Distinguished Professor
Associate Dean for Research, CALS
Director of the North Carolina Agricultural Research Service



SAAESD ED Position Description, 7-31.docx
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