

Position Description

Associate Director of the North Dakota Agricultural Experiment Station North Dakota State University

The North Dakota Agricultural Experiment Station (NDAES) is conducting an internal search for an associate director. This will be a part-time position (approximately 35% time and negotiable with the successful candidate) for a three-year term. The position is open to individuals at the rank of associate professor or higher who have a majority appointment in the NDAES. The associate director plays an important role in coordinating research programs for the NDAES. The associate director will work as an integral member of the NDSU Agricultural Affairs administrative team and report to the vice president, dean, and director.

Primary Responsibilities:

- Provide leadership and oversight for the Hatch, National Information Management and Support System (NIMSS) and state research projects associated with the NDAES
- Review and approve commodity grant proposals and other research agreements

Other Responsibilities may include:

- Actively engage with other NDSU and North Dakota research communities, forming relationships that strengthen the NDAES programming through effective dialogue and connectivity
- Seek and inform NDAES faculty and staff of grant opportunities and needs
- Develop and maintain excellent working relationships with North Dakota commodity groups, industry and other stakeholders
- Assist the NDAES public information officer and administrative assistants to the NDAES director and associate director in maintaining and updating the NDAES website and social media
- Serve as direct supervisor for the administrative assistant to the NDAES associate director
- Participate in meetings of the North Central Regional Association of State Agriculture Experiment Station Directors and other meetings, at the request of the NDAES director

Interested applicants should submit a cover letter and abbreviated CV (five pages or less) that specifically address how your involvement and experience with research programs at NDSU makes you a qualified candidate. Applications will be accepted until 5:00 pm, April 25, 2014. Communication should be directed to:

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