



## **POSITION ANNOUNCEMENT**

**Title:** Director

**Functional Title:** Director of Evaluation and Reporting

**Position Number:** 103315

**Category Status:** Exempt Regular, Full-time

**Unit:** University of Maryland Extension – Associate Dean and Associate Director

### **Position Summary/Purpose of Position:**

Chartered as the Maryland Agricultural College on March 6, 1856, the College of Agriculture and Natural Resources is the cornerstone of the University of Maryland system, built upon a foundation of sound science, groundbreaking research through the Agricultural Experiment Station and Maryland pride. The University of Maryland College of Agriculture and Natural Resources (AGNR) is a leading Land-Grant institution providing teaching, research, and programs through the University of Maryland Extension (UME) to a diverse clientele in the State of Maryland and beyond. UME provides non-credit research-based educational programs and conducts applied research in over 30 offices around the state.

The Director of Evaluation and Reporting position provides high-level leadership for UME program evaluation and reporting. The Director will report to UME's Associate Dean/Associate Director. This position aims to envision, develop, lead, and support UME's all-encompassing program planning, research design, evaluation, and reporting processes for over 350 faculty and staff. The Director will contribute to advancing UME programs and impacts and provide leadership in program planning, designing, and implementing evaluation tools to measure the outcomes and a process for effectively reporting and communicating the impacts and values to stakeholders.

The position provides leadership in evaluation and reporting activities aligned with UME's mission and the strategic priorities associated with the AGNR. The position also provides training and education programs to increase the capacity of UME faculty, staff, and administrators to design and evaluate effective Extension programs and applied research projects.

### **Primary Responsibilities:**

- Provide leadership and support for needs assessments and program development, evaluation, and reporting for Extension Programs and applied research projects in collaboration with program leaders and faculty.
- Conduct evaluation and reporting activities for UME, including data collection, writing, and submission of the annual USDA National Institute of Food and Agriculture's (NIFA) Plan of Work and federal and other accountability reports.
- Enhance UME's commitment to diversity, equity, inclusion, and respect (DEIR) through the needs assessment, planning, and evaluation process for UME programming.
- Lead efforts to initiate the annual program planning process, evaluation design, assessment, reporting, and sharing of UME impacts for various stakeholders.
- Lead and manage needs assessments to identify local and statewide programming priorities in partnership with UME Assistant Directors and Area Extension Directors.
- Develop and support evaluation and impact documentation, including developing and managing a statewide system of priority area indicators and tools, data collection and assessment, and reporting for Extension programs.
- Lead and provide training in needs assessment, program planning, program evaluation, survey design, and reporting for in-person, virtual, and hybrid formats.
- Provide oversight of human subjects' research and department Institutional Review Board (IRB).
- Lead efforts to communicate evaluation findings and impacts, such as annual impact reports and infographics.
- Supervise staff members and graduate and undergraduate students hired to assist with these efforts.

**Required Qualifications:**

- A Master's degree in a field with a strong evaluation emphasis, such as agricultural or Extension education, sociology, education, economics, or related fields by the time of hire.
- Five years of demonstrated experience in research design, research methodology, and program evaluation.
- Demonstrated ability to plan and implement Extension program evaluations for diverse disciplines and audiences.
- Demonstrated analytical skills such as statistical analysis (both quantitative and qualitative), program impacts, needs assessment, program planning, and evaluation.
- Experience with online data collection (e.g., Qualtrics, Google Forms), databases, and data visualization.
- Excellent verbal and written communication skills, including writing federal and technical reports.
- Demonstrated scholarly work such as grants, journal articles, and conference presentations.
- Strong interpersonal skills and demonstrated ability for interdisciplinary and collaborative work.
- Ability to work independently
- Demonstrated evidence of developing and contributing to high-functioning teams.
- Evidence of capacity to build UME diversity, equity, inclusion, and respect through the Extension program model.
- Personal transportation and valid driver's license required. Must be willing to travel within the assigned counties and the state.
- This position is subject to a Criminal History Record Check and University of Maryland Background check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

**Preferred Qualifications:**

- A Ph.D. degree in a field with a strong evaluation emphasis, such as agricultural or Extension education, sociology, education, economics, or related fields by the time of hire.
- Demonstrated experience in planning, implementing, and evaluating Extension programs.
- Demonstrated experience in publishing evaluation data and program impacts in scholarly journals.
- Demonstrated experience training or teaching program planning, research design, survey design, and program evaluation.
- A commitment to the Cooperative Extension culture of learning and advancement of UME values.
- Strong organizational, time, and project management skills.

**Physical Demands of the Position:**

This is an office position that may require light lifting (20 pounds). The job requires travel throughout the state (20%) regularly; the candidate must have a valid driver's license. This position frequently presents information through oral and written communication. Use of a computer terminal is required for lengthy periods.

**Salary & Benefits:** Salary commensurate with education and experience. The University of Maryland offers an extensive benefits package.

**Applications:** All candidates must apply online at <https://ejobs.umd.edu>. A complete application packet includes a cover letter, resume, copies of transcripts, and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

**Best Consideration Date:**