Co-Director, Wyoming State Seed Laboratory and Powell Research & Extension Center

The Wyoming Agricultural Experiment Station (AES) invites applications for co-director of Wyoming State Seed Laboratory (WSSL) and Powell Research & Extension Center (PREC). This position will be a 100% administrative appointment. The incumbent will report to the Director of the Wyoming Agricultural Experiment Station and will coordinate and supervise activities at the WSSL and PREC. Responsibilities include:

• Providing leadership for WSSL and PREC.
• Developing, submitting for review, and operating within a budget for the WSSL and PREC.
• Supervising WSSL and PREC managers, research associates, and accounting-clerical staff.
• Working closely with managers on maintenance, repair, and renovation projects for the WSSL and PREC.
• Performing a leadership role with advisory committees.
• Developing and implementing long-range plans for PREC, including engaging with both internal and external stakeholders.
• Participating in annual planning with other AES personnel.
• Interacting with multiple academic departments, operational units, and administration across the college and university.
• Working with government-based policies and procedures.
• Preparing and presenting monthly, quarterly, and/or annual operating and financial reports.
• Coordinating research activities with research professionals located on and off the centers.
• Conducting applied research in response to stakeholder requests.

REQUIRED QUALIFICATIONS

1. Master’s degree in Agronomy or a relevant agricultural discipline and equivalent work experience commensurate with appointment to a Senior-level position.
2. Demonstrated experience in an academic or research administrative position.

PREFERRED QUALIFICATIONS

1. Ph.D. or terminal degree in Seed Science or a relevant agricultural discipline.
2. Demonstrated proficiency in the management of a Seed Laboratory and/or Research & Extension Center including leading, planning, developing, and following operations budgets and presenting reports on operations.
3. Demonstrated knowledge of seed testing principles, terminology, and the seed industry including native species, alfalfa, dry beans, and small grains.
4. Certification by the Association of Official Seed Analysts (AOSA) or Society of Commercial Seed Technologists (SCST) in one or more seed testing areas such as germination or purity.
5. Demonstrated experience working directly with a seed-related entity (public, private or regulatory)
6. Demonstrated experience working with a university Research & Extension Center and knowledge of Agricultural Experiment Station program assessment and outcomes.
7. Demonstrated knowledge of and experience with agricultural research and education.
8. Experience utilizing computer applications and other techniques for data management and diverse, current communication efforts.
9. Evidence of ability to communicate effectively with administrators, faculty, staff, students, seed lab customers, seed industry representatives, and other clientele.
10. Demonstrated effectiveness in mentorship and supervision of undergraduates, graduate students, or employees whose work is essential to seed laboratory operations and the research enterprise.
11. Demonstrated innovativeness, organizational skills, demonstrated ability to work productivity with limited supervision and cooperatively within a group, as well as demonstrated excellent leadership capabilities.

The position is located in Powell, Wyoming. “The City of Powell is a community located in the northwest corner of Wyoming, 75 miles east of Yellowstone National Park and 98 miles south of Billings, Montana. Lying between the Big Horn Mountains on the east and the Absaroka Range on the west, clear blue skies, clean air, a temperate climate, and loads of sunshine make the Powell Valley a wonderfully refreshing place to live. Powell has a diverse commercial, industrial, educational, historical museum and agricultural/ ranching based economy with dedicated, hard-working people with strong work ethics. Superior educational opportunities abound with excellent schools and an outstanding two-year college. Excellent health care facilities, recreational opportunities, retirement living, cultural events, shopping, fine dining, and modern community and public services all provide for a high quality of life for our residents.” (http://www.cityofpowell.com/assets/pages/community/aboutpowell.aspx)

Submit a letter of interest, curriculum vita, and contact information for 5 references via email as a single pdf file attachment to Dr. John Tanaka (jtanaka@uwyo.edu), Associate Director, Wyoming Agricultural Experiment Station. Questions about the position may also be addressed to Dr. Tanaka through email or telephone (307-766-5130). Screening of applicants will begin October 15, 2015 and will continue until the position is filled.

The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. Please see www.uwyo.edu/diversity/fairness.

We conduct background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.