Position Information

The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the Cavalier County Extension program. Primary duties will be to provide educational programs in agriculture, 4-H youth development, and community economic development and leadership. In agriculture, this includes the disciplines of farm business management/farm marketing, livestock systems, cropping systems and horticulture. An area of subject matter competency from one of the disciplines will be determined by the person’s academic background and experience. This position will receive direct supervision from the Extension District Director serving Cavalier County.

This is a full-time position planning and delivering educational programs in Cavalier County and when appropriate, cooperatively in neighboring counties.

This position includes, but is not limited to the following responsibilities:

1. Interpret and integrate pertinent research information, and teach, deliver and evaluate educational programs in the fields of farm management/farm marketing, livestock systems, cropping systems and horticulture.
2. Provide leadership, resource support and program coordination for a 4-H youth development-based program with a measurable impact on enhancing life skills of youth, adults and volunteers. This position will collaborate with all Cavalier County staff to develop and implement volunteer recruitment, training and management systems.
3. Conduct needs and issues identification processes that result in programs based on the needs of county citizens.
4. Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance agriculture leadership and programming opportunities, and utilize stakeholder input to formulate program plans to address issues that affect people throughout their life span.
5. Collaborate with NDSU professionals to develop interdisciplinary programs, some of which will be delivered on a community of interest or program team basis.
6. Assist with equal opportunity policies.
7. Participate in professional development experiences offered by the NDSU Extension Service and other entities as appropriate.
8. Perform other duties as assigned in support of Extension programming.
9. Travel required.

Minimum Qualifications

1. Bachelor’s degree related to the duties and responsibilities of the position.
2. Skills that demonstrate knowledge and expertise in an agriculture discipline and the understanding necessary to communicate the knowledge and application to other disciplines.
3. Innovative program development and educational design skills to assess needs and issues, and develop, deliver and evaluate comprehensive learning experiences that help diverse youth and adult audiences enhance their lives and communities.
4. Information and technology skills necessary to reach and teach diverse audiences, work and communicate effectively, manage time and resources, and enhance one’s ability to find, evaluate and disseminate information.
5. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
6. Organizational management skills including the ability to conduct oneself professionally, be self-directed in the work environment, work flexible and extended hours, and manage time and resources (including grant-writing) to efficiently accomplish the duties of the position.
7. Familiarity with various ethnic and socioeconomic audiences, an interest and ability to work with people of diverse backgrounds, and a commitment to the principles of diversity.
8. Valid driver’s license.

Preferred Qualifications

1. Bachelor’s degree in an agricultural related field with the academic capacity to enroll in a relevant graduate program in the future.
2. Recent Extension Service work experience.
3. Working knowledge of and experience with 4-H and/or other youth programs.
4. Distance Education certification.