Position Information
The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the Burleigh 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, cropping systems, livestock systems, and horticulture. An area of subject matter emphasis from one of the disciplines will be determined by the person’s academic background and experience. Supervision is provided by the Extension District Director serving Burleigh County.

This is a full-time position, planning and delivering educational programs in Burleigh County in south central North Dakota. Office base for this position is the Burleigh County office of the NDSU Extension Service located in Bismarck, North Dakota.

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

1. Bachelor’s degree in an agricultural discipline related to the position responsibilities, and the academic capacity to enroll in a relevant graduate program in the future.
2. Skills that demonstrate knowledge and expertise in an agricultural discipline and the understanding necessary to effectively 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, be comfortable with extensive travel, 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. Personal vehicle and valid driver’s license.

Minimum Qualifications
1. Bachelor’s degree in an agricultural discipline.
2. Recent Extension Service work experience.
3. Working knowledge of and experience with 4-H and/or other youth programs.
4. Successful experience recruiting, selecting, training and motivating volunteers.

Preferred Qualifications
1. Master’s degree in an agricultural discipline.
2. Recent Extension Service work experience.
3. Working knowledge of and experience with 4-H and/or other youth programs.
4. Successful experience recruiting, selecting, training and motivating volunteers.