Lead dynamic agriculture and natural resources–horticulture Extension programs in Grand Forks County, North Dakota

Position: Full-time
Salary: Commensurate with education and experience. Bachelor's level minimum salary is $41,200 and Master's level minimum salary is $44,200.
Benefits: include retirement plan and full coverage for family health insurance

Location: Grand Forks, ND

To apply:
- Visit https://jobs.ndsu.edu/
- create an account
- search for opening #1700550
- create and submit your application when prompted

Screening will begin Dec. 11, 2017

Direct questions to:
Kim Ruliffson
District Director
701-780-8229
kimberly.ruliffson@ndsu.edu

Position Information

The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the Grand Forks County Extension agriculture and natural resources-horticulture program. The primary duty is to teach educational programs in horticulture, to adult and youth audiences. Additional duties may include teaching horticultural programs that include community economic development / leadership along with 4-H youth development. Supervision is provided by the Extension District Director serving Grand Forks County.

This is a full-time position planning and delivering educational programs in Grand Forks County and when appropriate, programming cooperatively in neighboring counties. This position is based in the Grand Forks County office of the NDSU Extension Service, which is located in Grand Forks, ND.

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

Educate
- Teach, deliver, and evaluate programs in agriculture with a focus on horticulture and 4-H youth development for adult and youth audiences. Successful Extension programs will require you to:
  - Conduct periodic county needs assessments to identify issues and use data for program planning.
  - Interpret and integrate pertinent research information into educational programs.
  - Develop expertise in a subject matter competency area, and to plan, implement and deliver educational programs on a county and/or communities-of-interest basis.
  - Evaluate and market the impact of the educational programs delivered.
  - Cultivate a strong relationship with and use multiple media outlets and resources.
- Assist with agricultural/horticultural related 4-H youth development-based educational programs with a measurable impact on enhancing life skills of youth, adults, and volunteers.
- Provide community and economic development education relating to the agriculture, horticulture and natural resources program.
- Participate in professional development experiences offered by the NDSU Extension Service and other entities as appropriate.

Collaborate and Facilitate
- Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance agricultural leadership and programming opportunities, and utilize stakeholder input to formulate program plans to address issues that affect people throughout their life span.
- Collaborate with NDSU professionals to develop interdisciplinary programs, some of which will be delivered on a community of interest or program team basis.
- Develop and implement volunteer recruitment and provide training and management systems. This may include working with Grand Forks County Master Gardeners and other groups.

Other
- Ensure compliance with equal opportunity policies.
- Perform other duties assigned in support of Extension programming.
- Some travel required.

Behavioral expectations include:
- Work ethically, with integrity, and respect confidentiality.
- Contribute to an environment of cooperative, supportive and positive working relationships with co-workers and clientele. Promote a healthy work environment and support everyone's efforts to succeed.
- Resolve differences constructively. Use tact and courtesy at all times.
- Use effective time management. Be prompt in attendance for work and meetings and be fully engaged.
- Exhibit positive attitude, image and personal motivation. Be a professional at all times.

Minimum Qualifications

1. Bachelor's degree, by start date, in a discipline related to the responsibilities of the position, with 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, extended travel required 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/horticultural related field with the academic capacity to successfully enroll in a relevant graduate program in the future.
2. Master's degree in an agricultural/horticultural related field.
3. Recent Extension Service work experience.
4. Working knowledge of and experience with 4-H and/or other youth programs.