**Position Information**

The Extension Agent-In-Training is expected to conduct informal educational programs and teach in the program areas of agriculture, natural resources, 4-H youth development, horticulture, and community, economic development and leadership. This individual will also gain knowledge of Extension objectives, policies and procedures which will be helpful in meeting the qualifications required for Extension agent positions in the state. The position will work in concert with other county extension staff in delivering various aspects of the county Extension program, and receive direct supervision from the County Extension Chair. This position will receive indirect supervision, and be administratively responsible to the northeast District Director. Time may also be spent in one or more other county Extension offices to experience the diversity of programs and staffing of county Extension programs in the state.

The individual in this full time position will be in a training position designed to prepare him/her for assignment in a highly responsible agriculture, natural resources, and/or 4-H youth development position. This individual must be willing to apply for and accept reassignment anytime after 12 months of employment.

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

- Assist in providing educational program development and implementation support; interpret and integrate pertinent research from the areas of cropping systems, farm economic management, animal systems, and natural resource management that results in a strong, viable agricultural economy.
- Assist extension service staff and volunteers in delivering various aspects of the overall extension program. This includes work in 4-H youth development and may include work in the community and economic development/leadership program areas.
- Conduct needs and issues identification processes that result in programs based on the needs of county citizens.
- Cooperate and collaborate with local, county and state agencies and organizations to enhance community and agriculture leadership.
- Build partnerships and collaborate with local organizations, governmental units, and businesses to address issues that affect people throughout their life span.
- Collaborate with staff at North Dakota State University and throughout NDSU Extension Service to develop interdisciplinary programs. Some programs will be delivered on a multicounty basis.
- Assure compliance with equal opportunity policies.
- Participate in professional development experiences offered by the NDSU Extension Service and other entities as appropriate.
- Perform other duties assigned in support of Extension programming.

**Minimum Qualifications**

- Bachelor’s or Master’s degree in an agricultural discipline related to the position responsibilities and the academic capacity to successfully enroll in a relevant graduate program in the future. Evidence of recent coursework, professional development or work experience related to this position.
- Skills that demonstrate knowledge and expertise in an agricultural discipline, and the understanding necessary to communicate the knowledge and application to other disciplines.
- 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.
- 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.
- Communication skills in listening, developing and conveying a clear, concise message appropriate for the audience and for working effectively with others, including working with the news media.
- 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 to efficiently accomplish the duties of the position.
- 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.
- Personal vehicle and valid driver's license.

**Preferred Qualifications**

- Master’s degree in an agricultural discipline.
- Evidence of recent work experience in a field related to the position responsibilities.
- Working knowledge of and experience with 4-H and/or other youth programs.