Position: Full-time
Salary: Commensurate with qualifications and experience
Benefits include retirement plan and full coverage for family health insurance
Location: Minot, ND

To apply
• Visit https://jobs.ndsu.edu/
• create an account
• search for opening #1300363
• create and submit your application when prompted

Screening will begin
Dec. 11, 2013

Direct questions to:
Mike Hanson
District Director
701-328-9715
michael.e.hanson@ndsu.edu

This position is exempt from North Dakota Veterans’ Preference requirement.

North Dakota State University is an Equal Opportunity/Affirmative Action Employer

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Position Information

The Extension Agent/4-H Youth Development will work collaboratively with a team of extension and research professionals and volunteers to provide dynamic program leadership for the Ward County Extension program. Primary duties will be to provide leadership, coordination and educational programs for 4-H youth development. These duties will be carried out and accomplished with the support of faculty, staff, volunteers, and youth. This position will receive direct supervision from the Northwest District Director.

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

• Provide program leadership, interpret and integrate pertinent research information from social, human and behavioral sciences to teach, deliver, and evaluate educational programs with a measurable impact on enhancing the life skills of youth, adults, and volunteers.
• Develop and implement 4-H member recruitment, volunteer recruitment, training, and management systems.
• Conduct needs and issues identification processes that result in programs based on the needs of county citizens.
• Work with extension staff and volunteers in conducting 4-H youth development activities such as fairs, 4-H communication arts, project expo, camps, and other special events such as junior master gardeners that contribute to life skills development.
• Build partnerships and collaborate with school districts, 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 the NDSU Extension Service to develop interdisciplinary youth and adult programs.
• Assist compliance and equal opportunity and civil rights policies.
• Participate in professional development experiences offered by the NDSU Extension Service and other entities as appropriate.
• Perform other assigned duties in support of Extension programming.

Minimum Qualifications

1. Bachelor’s degree in discipline related to position responsibilities and the academic capacity to enroll in a relevant graduate program. Degrees appropriate for this position could include youth development, social and human sciences or other educational-related fields including agriculture, Extension, education and/or related areas.
2. Skills that demonstrate knowledge and application in a relevant discipline and the understanding necessary to communicate the knowledge and application to other disciplines.
3. 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 find, evaluate, and disseminate information.
5. Communication skills in listening, developing and conveying a clear concise message appropriate for the audience and for working effectively with others.
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 travel, and manage time and resources 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.

Preferred Qualifications

1. Masters degree in related discipline.
2. Recent Extension Service work experience.
3. Working knowledge of and experience with 4-H and/or other youth programs.