



# Extension Agent, Agriculture and Natural Resources/ Bottineau County

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Opening #1500315

Lead dynamic agriculture and natural resources Extension programs in Bottineau County, North Dakota

**NDSU** EXTENSION SERVICE

**Position:** Full-time

**Salary:** Commensurate with qualifications and experience

**Benefits** include retirement plan and full coverage for family health insurance

**Location:** Bottineau, ND

## To apply

- Visit <https://jobs.ndsu.edu/>
- create an account
- search for opening #1500315
- create and submit your application when prompted

## Screening will begin

Oct. 7, 2015

## Direct questions to:

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District Director  
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## Position Information

The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the Bottineau County Extension agriculture and natural resources 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. Supervision is provided by the Extension District Director serving Bottineau County.

This is a full-time position, planning and delivering educational programs in Bottineau County in north central North Dakota and, when appropriate, in neighboring counties. Office base for this position is the Bottineau County office of the NDSU Extension Service located in Bottineau, North Dakota.

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

- Interpret and integrate pertinent research information, teach, deliver and evaluate educational programs in the areas of agriculture and natural resources.
- Provide leadership, resource support and program coordination for agriculturally-related 4-H youth development-based programs with a measurable impact on enhancing life skills of youth, adults and volunteers. The position will collaborate with all Bottineau County Extension staff members to deliver the entire 4-H youth development program, including the development and implementation of volunteer recruitment, training and management systems.
- 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, 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.
- Collaborate with NDSU professionals to develop interdisciplinary programs, some of which will be delivered on a community of interest or program team 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.
- Travel required.

## Minimum Qualifications

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