



# Extension Agent-In-Training, Ag and Natural Resources / Eddy, Foster and Wells County

<https://jobs.ndsu.edu/>  
Opening #1500174

Lead dynamic, educational agriculture and natural resources Extension programs

**NDSU** EXTENSION  
SERVICE

**Position:** Full-time

**Salary:** \$37,200.00 B.S.,  
\$40,200 M.S

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

**Location:** Extension Office of the NDSU Extension Service/TBD

## To apply

- Visit <https://jobs.ndsu.edu/>
- create an account
- search for opening #1500174
- create and submit your application when prompted

## Screening will begin

June 29, 2015

## Direct questions to:

Mike Hanson  
District Director  
701-328-9715  
[michael.e.hanson@ndsu.edu](mailto:michael.e.hanson@ndsu.edu)

*This position is exempt from North Dakota Veterans' Preference requirement.*

NDSU is an EEO/AA-M/F/  
Vet/Disability Employer

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## 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 in the base office location. The base office location will be determined among the following cities: Carrington, Fessenden or New Rockford. This position will receive indirect supervision, and be administratively responsible to the Northwest District Director. Time will be spent in three 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 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

- 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.
- Skills that demonstrate knowledge and expertise in an agricultural discipline, and the understanding necessary to communicate the knowledge and application to other disciplines.
- 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.
- 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.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
- Organizational management skills including the ability to conduct oneself professionally, be self-directed in the work environment, work flexible and extended hours, and manage time and resources (including grant writing) to effectively accomplish the duties of this 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.
- Valid driver's license.

## Preferred Qualifications

- Bachelor's degree in an agriculture related field with the academic capacity to successfully enroll in a relevant graduate program in the future.
- Master's degree in an agricultural related field.
- 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.