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: Fargo, ND

To apply:
• Visit https://jobs.ndsu.edu/
• create an account
• search for opening #1800897
• create and submit your application when prompted

Screening will begin November 28, 2018

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 Cass County Extension 4-H youth development program. The primary duty is to teach educational programs in social, human and behavioral sciences and evaluate educational programs with a measurable impact on enhancing the life skills of youth, adults, and volunteers. Supervision is provided by the Extension District Director and the Extension Agent for Cass County.

This is a full time position planning and delivering educational programs in Cass County and when appropriate, programming cooperatively in neighboring counties. This position is based in the Cass County office of the NDSU Extension, which is located in Fargo, ND. This position includes, but is not limited to, the following responsibilities:

**Educate**

• Teach, deliver, and evaluate programs in social, human and behavioral sciences and 4-H youth development to adult and youth audiences. Successful Extension programs will require you to:
  - Conduct needs assessment and issues identification that result in programs based on the needs of county citizens.
  - 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.
  - Develop, conduct and evaluate 4-H youth development experiences using the club and camping delivery methods in partnership with community organizations.
  - Provide community and leadership development education related to the 4-H youth development program.
  - Participate in professional development experiences offered by the NDSU Extension and other entities as appropriate.

**Collaborate and Facilitate**

• Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance 4-H youth development 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 would include working with the 4-H council and other groups.

**Other**

• Assure compliance with equal opportunity policies.
• Some weekend and evening work is required.
• Travel within the county and district is required. Occasional travel outside the district required. Overnight trips will also be required on occasion in the district and state for meetings, 4-H/Hy hourly development activities, and professional development.
• Perform other duties as assigned in support of Extension programming.
• Applicants must be currently authorized to work in the United States at the time of employment.

**Behavioral expectations include:**

• Work ethically, with integrity, and respect confidentiality.
• Contribute to a healthy environment of cooperative, supportive and positive working relationships with co-workers and clientele.
• Resolve differences constructively by using tact and courtesy.
• Use effective time management and prioritization skills with multiple demands on time and resources.
• Be prepared and prompt in attendance for work and meetings and be fully engaged.
• Exhibit a positive attitude, image and personal motivation. Be a professional at all times.
• Be an active learner to keep relevant with new teaching strategies, advances in the professional field, technology, news and with related research.
• Be an effective relationship-builder with community members (including county leaders, organizations), NDSU Extension employees, peers, and supervisor.
• Be self-directed with little supervision in the work environment.
• Commitment to professional development.

**Minimum Qualifications**

1. Bachelor’s degree related to education, communication, youth development, or related discipline appropriate to the position, required by date of hire.
2. Extension experience in 4-H youth development or applicable professional experience.
3. Demonstrated ability to plan and communicate (i.e. presentations, strong writing, and social media usage).
4. Interpersonal and relationship building skills.
5. Access to a personal vehicle.
6. Valid driver’s license.

**Preferred Qualifications**

1. Master’s degree.
2. Volunteer recruitment and management experience.
3. Teaching experience in a formal or informal setting.
4. Experience with youth, families, and community organizations.
5. Experience working with various ethnic and socio-economic backgrounds.
6. Ability to design, promote, implement and evaluate educational programs.
7. Leadership skills as demonstrated by roles in college, career, and/or community activities.
8. Experience with problem solving, conflict management, and/or relationship building.
9. Public relations experience with mass media (TV, Internet, radio, newspapers).

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County commissions, North Dakota State University and U.S. Department of Agriculture cooperating. NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, appraisal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7708, ndsu.eeoaa.ndsu.edu. This publication will be made available in alternative formats for people with disabilities upon request, 701-231-7881.

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**Extension Agent, 4-H Youth Development/ Cass County**

https://jobs.ndsu.edu/
Opening #1800897

Provide leadership for dynamic 4-H youth development Extension programs in Cass County, North Dakota