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 agriculture and natural resources program. The primary duties include teaching, facilitating and collaborating to meet county resident needs including: agronomy/cropping systems, farm business management/crop marketing, community economic development, 4-H youth development, and urban-specific and some rural production/management of livestock. Supervision is provided by the Extension District Director serving 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 agronomy/cropping systems, farm business management/crop marketing, community economic development, 4-H youth development, and urban-specific and some rural production/management of livestock. Successful Extension programs will require you to:
    - Conduct periodic county needs assessments to identify issues and use data for program planning.
    - 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.
  - Assist county and state 4-H programming and lead some 4-H youth development-based educational programs with a measurable impact on enhancing life skills of youth, adults, and volunteers.

- Provide community and economic development education relating to the agriculture and natural resources 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 agricultural 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 county of interest or program team basis.
  - Develop and implement volunteer recruitment and provide training and management systems.

Other

- Ensure 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 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 collaborative, 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 in agronomy, agricultural economics, crop science, production agriculture, agribusiness, agriculture communication, or agricultural education, required by date of hire.
2. Agricultural-related experience and/or internship.
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 in an agricultural-related field.
2. Demonstrated experience in local cropping and farming practices.
3. Recent Extension work experience.
4. Experience with 4-H and/or other youth programs.
5. Teaching experience in a formal or informal setting.
6. Experience working with various ethnic and socio-economic backgrounds.
7. Ability to design, promote, implement and evaluate educational programs.
8. Leadership skills as demonstrated by roles in college, career, and/or community activities.
9. Knowledge of urban and rural livestock practices.