Position: Extension Agent, Agriculture and Natural Resources/Divide County

Salary: Commensurate with qualifications and experiences. Bachelor's level minimum salary is $43,000 and Master's level minimum salary is $48,000.

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

Location: Crosby, ND

To apply:
- Visit https://jobs.ndsu.edu/
- create an account
- search for opening #1901259
- create and submit your application when prompted

Screening will begin November 5, 2019

Direct questions to:
Jim Gray
District Director
701-328-9716
jim.gray@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 Divide County Extension agriculture and natural resources program. The primary duty is to teach, deliver, and evaluate programs in horticulture, agronomy/cropping systems, farm business management, crop marketing, livestock production/management, economic development, community and leadership development, and 4-H youth development for adult and youth audiences. Supervision is provided by the Extension District Director serving Divide County.

This is a full-time position planning and delivering educational programs in Divide County and when appropriate, programming cooperatively in neighboring counties. This position is based in the Divide County office of NDSU Extension, which is located in Crosby, ND.

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

**Educate**
- Teach, deliver, and evaluate programs in horticulture, agronomy/cropping systems, farm business management, crop marketing, livestock production/management, economic development, community and leadership development, and 4-H youth development for 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 community-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 to market programs and impacts.
- Participate in professional development experiences offered by NDSU Extension and other entities as appropriate.

**Collaborate and Facilitate**
- Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance agriculture and natural resources programming.
- Utilize stakeholder input to formulate program plans to address issues at affect people throughout their life span.
- Be an effective relationship builder with community members, program partners, office team, and local decision makers (commissioners, legislators, SBARE members, etc.).
- Collaborate with local office team to ensure high quality 4-H-youth development programming and a safe, supportive environment for youth and volunteers.
- 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 for 4-H-youth development volunteers and others. This may include working with Divide County Crop Improvement Association and other groups.

Other:
- Ensure compliance with equal opportunity policies.
- Be an active learner to keep relevant with new teaching strategies, advances in the professional development field, technology, news and with related research.
- Be self-directed with minimal supervision in the work environment.
- Some weekend and evening work is required.
- Travel within the county and district and occasional travel outside of the district is required.
- Overnight trips will be required on occasion for meetings, 4-H youth development activities, and professional development.
- Perform other duties assigned in support of Extension programming.

Behavioral expectations include:
- Work ethically, with integrity, and respect confidentiality.
- Contribute to an environment of cooperative, supportive and positive working relationships with co-workers and clientele.
- Resolve differences constructively. Use tact and courtesy at all times.
- Exhibit positive attitude, image and personal motivation at all times. Be an engaged professional.
- Use effective time management.

Minimum Qualifications

1. Bachelor’s degree in agronomy, agricultural economics, animal science, crop and weed science, production agriculture, soil science, agribusiness, agriculture communication, agricultural education or closely related field with the academic capacity to successfully enroll in a relevant graduate program in the future.
2. The ability to develop and maintain effective working relationships with colleagues, partners, and stakeholders.
3. Basic computer skills and ability to use Microsoft office programs such as Word, Excel, and PowerPoint.
4. Ability to use technology for communication, information finding, program delivery, and reporting.
5. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
6. Ability to conduct oneself professionally, be self-directed in the work environment and work flexible and extended hours.
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. Master’s degree in an agricultural/horticultural related field.
2. Experience recruiting and managing volunteers.
3. Experience in designing and delivering educational programs.
4. Experience with problem solving and conflict management.
5. Experience disseminating information through social and mass media.
6. Recent Extension work experience.
7. Working knowledge of and experience with 4-H and/or other youth programs.
8. Demonstrated experience with agriculture practices in northwestern North Dakota.