**Position: Full-time**

**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:** Hillsboro, ND

**To apply:**
- Visit [https://jobs.ndsu.edu/](https://jobs.ndsu.edu/)
- create an account
- search for opening #1901354
- create and submit your application when prompted

**Screening will begin** February 10, 2020

**Direct questions to:**
Kim Ruliffson
District Director
701-780-8229
kimberly.ruliffson@ndsu.edu

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**Position Information**

The Extension Agent will work collaboratively with a team of Extension, research professionals, county residents and county leaders to provide innovative leadership for the Traill County Extension agriculture and natural resources program and 4-H youth development. Supervision is provided by the Extension District Director serving Traill County.

This is a full-time position serving Traill County and when appropriate, programming cooperatively in neighboring counties and for statewide needs. This position is based in the NDSU Extension-Traill County office located in Hillsboro, ND.

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

**Education:**
- 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 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 multiple media outlets to market programs and share impacts.
  - Participate in professional development experiences offered by the NDSU Extension and other entities as appropriate.
  - Promote educational leadership and assistance in multicounty, regional and state activities in agricultural and natural resources and 4-H and youth development.

**Collaborate and Facilitate**
- Develop strong working relationships with local Extension staff, state specialists, community leaders and agencies, and agricultural and related industry partners to enhance agriculture and natural resources programming and 4-H youth development opportunities.
- 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.

**Other**
- Ensure compliance with equal opportunity policies.
- Be an active learner to keep relevant with new teaching strategies, advances in the professional 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 occasional travel outside the county is required.
- Overnight trips will also be required on occasion for meetings, 4-H/youth development activities, and professional development.
- Perform other duties as assigned in support of Extension programming.
- Fulfill all duties and expectations if assigned county coordinator.

**Minimum Qualifications**

1. Bachelor’s degree in agronomy, agricultural economics, animal science, crop science, production agriculture, agribusiness, agriculture communication, or a bachelor’s degree with related agriculture experience, or an unrelated bachelor’s degree, but agriculturally related master’s degree.
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 communicate effectively, both orally and in writing, with individuals, groups and through mass media.
5. 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.
6. Valid driver’s license.

**Preferred Qualifications**

1. Master’s degree in agronomy, agricultural economics, crop science, production agriculture, agribusiness, education, or other related discipline.
2. Experience recruiting and managing volunteers.
3. Experience in designing and delivering educational programs.
4. Experience disseminating information through social and mass media.
5. Recent Extension work experience.
6. Working knowledge of and experience with 4-H and/or other youth programs.
7. Demonstrated experience in local cropping and farming practices, or knowledge of agriculture issues in eastern North Dakota.