Extension Agent, Agriculture and Natural Resources/ Burleigh County

Position Information
The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the Burleigh County Extension agriculture and natural resources program. The primary duty is to teach educational programs in horticulture, agronomy/cropping systems, livestock, farm business management/crop marketing, community economic development and leadership and 4-H youth development to adult and youth audiences. Supervision is provided by the Extension District Director serving Burleigh County.

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

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

Educate
• Teach, deliver, and evaluate programs in horticulture, livestock, agronomy/cropping systems, farm business management/crop marketing, and 4-H youth development for adult and youth audiences, with a focus on horticulture and agronomy. 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.
  - Deliver private pesticide applicator training.
• Assist with agriculturally-related 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 Service 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. This may include working with Burleigh County Crop Improvement Association and other groups.

Other
• Assure compliance with equal opportunity policies.
• Perform other duties assigned in support of Extension programming.
• Some travel required.

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. Promote a healthy work environment and support everyone’s efforts to succeed.
• Resolve differences constructively. Use tact and courtesy at all times.
• Set effective time management. Be prompt in attendance for work and meetings and be fully engaged.
• Exhibit positive attitude, image and personal motivation. Be a professional at all times.

Minimum Qualifications
1. Bachelor’s degree, by start date, in a discipline related to the responsibilities of the position, with the academic capacity to enroll in a relevant graduate program in the future.
2. Skills that demonstrate knowledge and expertise in horticulture, agronomy and cropping systems, with the understanding necessary to effectively communicate the knowledge and application to other disciplines.
3. Innovative program development and educational design skills to assess needs and issues, and develop, deliver and evaluate comprehensive educational programs that help diverse youth and adult audiences enhance their lives and communities.
4. 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.
5. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
6. Organizational management skills including the ability to conduct oneself professionally, be self-directed in the work environment, work flexible and extended hours, extended travel required and manage time and resources (including grant writing) to efficiently accomplish the duties of the position.
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. Bachelor’s degree in an agricultural related field with the academic capacity to successfully enroll in a relevant graduate program in the future. Preference points will be given to individuals with a degree in horticulture, agronomy, crop and weed science.
2. Master’s degree in horticulture or an agricultural related field.
3. Recent Extension Service work experience.
4. Working knowledge of and experience with 4-H and/or other youth development programs.
5. Demonstrated experience and/or knowledge of agriculture in central North Dakota, including expertise in local cropping practices.
6. Work experience in a horticulture setting.