Position: Full-time

Salary: Commensurate with education and experiences. 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: Bowbells, ND or Crosby, ND

To apply:
- Visit https://jobs.ndsu.edu/
- create an account
- search for opening #1901041
- create and submit your application when prompted

Screening will begin May 9, 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 Burke and Divide Counties Extension family and community wellness program. The Extension Agent is to lead educational programs based on community needs in nutrition, health and wellness, human development and family science, personal and family finance, community and leadership development and 4-H youth development to adult and youth audiences in Burke and Divide Counties. Supervision is provided by the Extension District Director serving Burke and Divide counties.

This is a full-time position planning and delivering educational programs in Burke and Divide counties and when appropriate, programming cooperatively in neighboring counties. This position has a base in the NDSU Extension offices in Burke and Divide counties with office headquarters in either Bowbells or Crosby, ND. This position includes, but is not limited to, the following responsibilities:

Education:
- Teach, deliver and evaluate programs in nutrition, health and wellness, human development and family science, personal and family finance 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.
  - Support the 4-H youth development-based educational programs with a measurable impact on enhancing life skills of youth, adults, and volunteers.
  - Provide community and leadership development education related to the family and community wellness program.
  - 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 family and community wellness 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 for 4-H youth development volunteers and others.

Other:
- Assure compliance with equal opportunity policies.
- Perform other duties as 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.
- Use effective time management. Be prompt in attendance for work and meetings and be fully engaged.
- Exhibit positive attitude, image and personal motivation. Be professional at all times.

Minimum Qualifications
1. Bachelor's degree in a related field such as human development, family & consumer sciences, education, health & nutrition, gerontology, etc. with the academic capacity to 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 & work flexible & 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.

Preferred Qualifications
1. Master's degree in human development, psychology, family & consumer sciences, education, gerontology or health & nutrition
2. Experience recruiting & managing volunteers.
3. Experience in designing & delivering educational programs.
4. Experience with problem solving & conflict management.
5. Experience disseminating information through social & mass media.
6. Recent Extension work experience.
7. Working knowledge of & experience with 4-H &/or other youth programs.