Position: Full-time
Salary: Commensurate with education and experience. 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: Fargo, ND

To apply
- Visit https://jobs.ndsu.edu/
- create an account
- search for opening #1901043
- create and submit your application when prompted

Screening will begin
May 14, 2019

Direct questions to:
Kim Rulfisson
District Director
701-780-8229
kimberly.rulfisson@ndsu.edu

Extension Agent, Agriculture and Natural Resources – Horticulture/Cass County
Opening #1901043
https://jobs.ndsu.edu/

Lead dynamic agriculture and natural resources horticulture Extension programs in Cass County, North Dakota

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-horticulture program (85%) and assist with 4-H youth development (15%). Supervision is provided by the Extension District Director serving Cass County.

This full-time position involves planning and delivering horticulture 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.

Minimum Qualifications
1. Bachelor's degree in horticulture or 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, 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 horticulture and/or other related agricultural 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. Experience in consumer horticulture.

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 district and occasional travel outside the district is required.
- Overnight trips will also be required on occasion for 4-H development activities, and professional development.
- Perform other duties as assigned in support of Extension programming.
- Fulfill all duties and expectations as assigned county coordinator.

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.

Preferred Qualifications
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