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: Lakota, ND

To apply
• Visit https://jobs.ndsu.edu/
• create an account
• search for opening #2001416
• create and submit your application when prompted

Screening will begin
April 1, 2020

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

Position Information
The Extension Agent will work collaboratively with a team of Extension, research professionals, county residents and leaders to provide exceptional education, collaboration and facilitation for the agricultural and natural resources and 4-H youth development programs in Nelson County.
This is a full-time position serving Nelson County. This position is based in the NDSU Extension-Nelson County office located in Lakota, ND. Supervision is provided by the Extension District Director serving Nelson County.
This position includes, but is not limited to, the following responsibilities:

Educate
• Develop and enhance an effective agricultural and natural resource program that supports the growth and development of sustainable land and communities. Programming includes horticulture, agronomy/cropping systems, farm business management/crop marketing, livestock production/management, 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(s).
  - Plan, implement, deliver and evaluate educational programs.
  - Market and share impact of programming through mass and social media.
• Provide educational and co-leadership in major county programs in 4-H and respective agriculture and natural resources areas, in collaboration with the office team.

Collaborate and Facilitate
• Develop strong working relationships with local Extension staff, state specialists, community leaders, media, agricultural related industry, locally based federal and state agricultural partners, and county fair or achievement day committees/boards to enhance agriculture and natural resources programming and 4-H youth development opportunities.
• Collaborate with local teams to plan, coordinate, implement and evaluate the 4-H youth development program and ensure a safe, supportive environment for youth and volunteers.
• Assist with multicounty, regional and state activities in the agricultural and natural resources and 4-H youth development program areas.

Other
• Ensure compliance with federal, tribal, state, and local law, policies and procedures, including Civil Rights, youth protection and NDSU Human Resources.
• 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 are 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

Behavioral expectations include:
• Represents NDSU Extension in a manner that reflects well on yourself, other Extension employees and Extension as a whole.
• Works ethically, with integrity, and respects confidentiality.
• Contributes to an environment of cooperative, supportive and positive working relationships with co-workers and clientele.
• Resolves differences constructively. Uses tact and courtesy at all times.
• Uses effective time management.
• Exhibit positive attitude, image, personal motivation and professionalism.

Minimum Qualifications
1. Bachelor’s degree in agronomy, agricultural economics, animal science, crop science, production agriculture, agribusness, agriculture communication, or a bachelor’s degree with related agriculture experience, or a bachelor’s degree with an 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.
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.