Position Information

The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the Bottineau County Extension family and community wellness program. The primary duty is to teach educational programs in nutrition, health and wellness, personal and family finance, and leadership development and 4-H youth development to adult and youth audiences. Supervision is provided by the Extension District Director serving Bottineau County.

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

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

### Educate

- Teach, deliver, and evaluate programs in nutrition, health and wellness, personal and family finance and 4-H youth development to adult and youth audiences. Successful Extension programs will require you to:
  - Conduct periodic needs assessments and translate results into education experiences that impact the target audience.
  - Interpret and integrate pertinent research information into educational programs.
  - Develop expertise in a subject matter competency area, and to plan, implement and deliver education 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.
- Assist with 4H-related 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 consumer sciences program.
- Be a visionary and use creativity and innovation in all programming, marketing, and communication channels to be responsive to the needs of the county.
- 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 consumer sciences 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 community of interest or program team basis.
- Provide educational materials and guide in programming (this may include working with Homemakers, Family and Community Education [FCE] and other community based organizations).

### Other

- Ensure 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.
- Use 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 related field such as human development, family and consumer sciences, education, health and 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 and extended hours, and manage time and resources 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. Master’s degree in human development, family and consumer sciences, education, gerontology or health and nutrition.
2. Professional certification such as Registered Dietitian, Certified Financial Planner, Certified Parent Educator, etc.
3. Recent Extension work or teaching and educational program development experience.
4. Working knowledge of and experience with 4-H and/or other youth programs.
5. Experience or knowledge working with older adults.

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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: Bottineau, ND

To apply:
- Visit https://jobs.ndsu.edu/
- create an account
- search for opening #1800885
- create and submit your application when prompted

Screening will begin Nov. 13, 2018

Direct questions to:
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