



Extension Agent-in-Training/ Family and Consumer Sciences Foster-Eddy Counties

<https://jobs.ndsu.edu/>
Opening #1400188

Lead dynamic family and consumer sciences Extension programs in Foster-Eddy Counties, North Dakota

NDSU EXTENSION
SERVICE

Position: Full-time

Salary: Commensurate with experience

Benefits include retirement plan and full coverage for family health insurance

Location: Carrington, ND

To apply

- Visit <https://jobs.ndsu.edu/>
- create an account
- search for opening #1400188
- create and submit your application when prompted

Screening will begin
June 6, 2014

Direct questions to:

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District Director
701-328-9715

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This position is exempt from North Dakota Veterans' Preference requirement.

North Dakota State University is an Equal Opportunity/
Affirmative Action Employer

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Position Information

The Extension Agent-in-Training is expected to conduct informal education programs and teach in the Family and Consumer Science program areas of human development, nutrition, health & food safety, family financial management, 4-H youth development, and community economic development and leadership. As this is a training position the individual will work to gain knowledge of Extension objectives, policies and procedures which will be helpful in meeting the qualification required for seeking and obtaining an Extension agent position in the state. The position will work in concert with other County Extension Staff in delivering various aspects of the county Extension program, and receive direct supervision from the County Extension Chair. This position will receive indirect supervision, and be administratively responsible to the appropriate District Director.

The individual in this full time position will be in a training position designed to prepare him/her for assignment in a highly responsible family and consumer science, and/or 4-H youth development position. This individual will be evaluated periodically by the District Director during the training period in order to assess whether the individual is making adequate progress in the position. This individual must apply for and accept reassignment anytime after 12 months of employment. The expected length of this position is no more than 18 months. Time will also be spent in one or more other county Extension offices to experience the diversity of programs and staffing of county Extension programs in the state.

Responsibilities include, but are not limited to, the following:

- Assist in providing educational program development and implementation support; interpret and integrate pertinent research from the areas of youth development, human development and family science, and family or financial management to youth and adults.
- Assist extension service staff and volunteers in delivering various aspects of the overall extension program. This includes work in 4-H youth development and may include work in the community and economic development/leadership program areas.
- Conduct needs and issues identification processes that result in programs based on the needs of county citizens.
- Cooperate and collaborate with local, county and state agencies and organizations to enhance community and leadership.
- Build partnerships and collaborate with local organizations, governmental units, and businesses to address issues that affect people throughout their life span.
- Collaborate with staff at North Dakota State University and throughout NDSU Extension Service to develop interdisciplinary programs. Some programs will be delivered on a multicounty basis.
- Assure compliance with equal opportunity policies.
- Participate in professional development experiences offered by the NDSU Extension Service and other entities as appropriate.
- Perform other duties assigned in support of Extension programming.
- Some travel required.

Minimum Qualifications

1. Bachelor's degree related to the duties and responsibilities of the position.
2. Skills that demonstrate knowledge and application in one family and consumer science discipline and the understanding necessary to communicate the knowledge and application to other disciplines.
3. Program development and educational design skills to assess needs and issues, and develop, deliver and evaluate comprehensive learning experiences 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. Communication skills in listening, developing and conveying a clear, concise message appropriate for the audience and for working effectively with others, including working with the news media.
6. Organizational management skills including the 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. Bachelor's degree in human development, family and consumer sciences, education, health and nutrition and the academic capacity to successfully enroll in a relevant graduate program in the future.
2. Master's degree in human development, family and consumer science, education, health and nutrition related discipline.
3. Evidence of recent work experience in a field related to the position responsibilities.
4. Working knowledge of and experience with 4-H and/or other youth programs.