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: Manning, ND
To apply:
• Visit https://jobs.ndsu.edu/
• create an account
• search for opening #1800950
• create and submit your application when prompted

Screening will begin January 22, 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 Dunn County Extension family and community wellness program. The primary duty is to teach 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. 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 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 to market programs and impacts.
• Participate in professional development experiences offered by the 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.
• Utilize stakeholder input to formulate program plans to address issues that affect people throughout their life span.
• Be an effective relationship-builder with community members, program partners, office team and local decision makers (commissioners, legislators, SBARE members, etc.)
• Collaborate with local office team to ensure high quality 4-H youth development programming and a safe, supportive environment for youth and volunteers.
• Collaborate with NDSU professionals to develop interdisciplinary programs, some of which will be delivered on a county-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.

Diabetes Prevention Program (DPP)
• Recruit new Lifestyle Coaches from underserved regions in western North Dakota.
• Provide support to new and existing diabetes prevention programs by participating in quarterly networking calls and assisting with regional collaboration of Lifestyle Coaches and marketing training opportunities.
• Assist with marketing for the National DPP and prediabetes awareness by providing education on DPP through public speaking to health care professionals and wellness coalitions, as well as promoting the use of web-based resources for the general population and health systems.

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 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:
• 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.

Minimum Qualifications
1. Bachelor's degree in human development, family and consumer sciences, education, health and nutrition, or closely 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, 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, health and nutrition.
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.

County commissions, North Dakota State University and U.S. Department of Agriculture cooperating. NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7708, ndsu.eoaa.ndsu.edu. This publication will be made available in alternative formats for people with disabilities upon request, 701-231-7861.