Lead dynamic Extension programs in northeast North Dakota

**Position Information**

The North Dakota State University Extension Service is looking for a highly motivated and visionary leader to serve as district director for northeastern North Dakota. The NDSU Extension Service is an organization that values individuals who excel, adapt easily, exhibit passion for helping others, and are excellent communicators. The district director is a member of a statewide administrative team responsible for providing leadership to create and deliver innovative learning experiences that empower North Dakotans to improve their lives and communities. The Northeast District director's role is to provide overall leadership for Extension programs for the 12 northeastern counties of Rolette, Towner, Cavalier, Pembina, Benson, Ramsey, Walsh, Nelson, Grand Forks, Griggs, Steele and Traill.

**Administrative Responsibilities**

- Provides leadership for recruitment efforts in the Northeast District. This involves reviewing applicant files, selection and placement of Extension personnel according to NDSU policies and in concert with county commissioners.
- Oversees personnel administration, conducting performance evaluations and providing feedback and mentoring, and employee relations, while maintaining a close working relationship with boards of county commissioners.
- Serves as liaison between field staff and the academic community by consulting with program leaders, appropriate department heads/chairs, and Research Extension Center directors.
- Assists Extension staff in determining their capabilities and workload for maximum efficiency and accomplishment.
- Counselling staff on career planning and professional development opportunities.
- Facilitates the development and approval of the county Extension budget for each county in the district.
- Accepts and carries out special assignments determined by the Extension director.
- Travel required.

**Program Responsibilities**

- Provides leadership to Extension personnel in developing and carrying out their plans of work, giving attention to program priorities and evaluation of results.
- Analyzes and evaluates the plans of work, staffing patterns, program operations and reports of Extension personnel under his/her supervision, and keeps the Extension director informed of progress made toward accomplishment of Extension's goals and objectives.
- Conducts/facilitates district meetings of all personnel for the purpose of guidance, information and discussion of organizational goals, programs or activities. Develops and maintains a strong working relationship with Research Extension Center directors and county Extension advisory councils for the purposes of needs identification and program delivery.
- Exercises leadership in determining training needs and securing training programs (technical in-service and professional improvement programs) for self and field staff.
- Responsible for orientation of newly appointed field staff.

**Liaison with Other Organizations**

- Builds collaborative relationships with legislators, state and federal government agencies, State Board of Agricultural Research and Education, organizations, commodity groups and appropriate others in the development and delivery of high-quality Extension programs.
- Develops a working relationship with various public and private agencies and organizations that are interested in enhancing Extension's educational mission.
- May represent the Extension director at state, government and legislative meetings.

**Minimum Qualifications**

1. Master's degree in an agricultural, family and consumer sciences, education or administrative discipline that corresponds to the responsibilities of the position.
2. Work experience that includes program development, supervisory or managerial experience.
3. Professional and technical competency in administrative management and the ability to match educational resources to issues and problems. Excellent mediation and problem solving/conflict management skills.
4. Demonstrated ability to work effectively independently and as a team member with individuals and groups including faculty/staff and stakeholders.
5. Effective communication skills in listening, developing and conveying a clear, concise message appropriate for the audience, and for working effectively with others.
6. Skilled in the use of computers and other electronic equipment for office applications and in presentation technology.
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 drivers license.

**Preferred Qualifications**

1. Five or more years of Extension work experience.
2. Experience with and commitment to enhancing skills related to anticipatory planning, needs assessment, interdisciplinary program delivery, networking and coalition building, program evaluation and distance learning strategies.
3. A working knowledge of upper Great Plains agriculture and the land-grant university system.

**Position: Full-time**

**Salary:** Commensurate with experience

**Benefits** include retirement plan and full coverage for family health insurance

**Location:** Grand Forks, ND

**To apply and for full position description**

- Visit [https://jobs.ndsu.edu/](https://jobs.ndsu.edu/)
- create an account
- search for opening #1500433
- create and submit your application when prompted

**Screening will begin** January 14, 2016

**Direct questions to:**

Ron Wiederholt
District Director
701-231-7171
ron.wiederholt@ndsu.edu

NDSU is an ADVANCE institution and Carnegie Very High Research Activity Institution.

NDSU is an EEO/AA-MF/ Vet/Disability Employer

County commissions, North Dakota State University and U.S. Department of Agriculture cooperating. North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Direct inquiries to: Vice Provost for Faculty and Equity, Old Main 201, 701-231-7708 or Title IX/ADA Coordinator, Old Main 102, 701-231-6409. This publication will be made available in alternative formats for people with disabilities upon request. (701) 231-7881.