



## MSU Extension Personnel

P.O. Box 172230  
Bozeman, MT 59717-2230  
Tel (406) 994-1752  
<http://www.msuextension.org>

Title: Hill County Extension Agent – Fulltime  
Position #: 08-11  
Location: Havre, Montana  
Start Date: March 1, 2012

**County Profile:** Hill County, located in north-central Montana, has a population of approximately 16,100 people. The central population area and county seat, Havre, has a population of approximately 9,300. Other communities in the county include Box Elder, Gildford, Hingham, Inverness, Kremlin, and Rudyard. Agriculture, primarily small grain production and livestock is the main economic base of the county. Havre is home to MSU-Northern, a unit of the Montana State University system which offers multiple associate and four-year degree programs. Havre is also home to a major facility for the BNSF Railroad and a complete medical care facility, Northern Montana Hospital. Manufacturing, most of which is related to the agricultural base, also forms a part of the economic base. The Montana State University Northern Agricultural Research Center encompasses historic Fort Assiniboine six miles south-west of Havre and is the largest University research center in the Montana Agricultural Experiment Station system conducting agronomy and livestock research. The county boasts a variety of recreational and cultural opportunities such as Beaver Creek Park, Fresno Reservoir and activities conducted by the Chippewa-Cree tribal members on the Rocky Boy's Indian Reservation. Recreational opportunities include hunting, fishing, hiking, camping, skiing, snowmobiling, golfing and boating. The 4-H program consists of 200 youth members and 80 leaders in twelve 4-H clubs.

**General Information:** The primary focus for the agent in this fulltime position will be to **provide leadership and educational programming in the discipline of Family and Consumer Sciences and to share program leadership for the 4-H/Youth Development program.** The Extension Office staff includes a full time agent for Agriculture and Natural Resources with partial responsibility for the 4-H program, an administrative assistant with primarily 4-H program responsibilities, one half-time SNAP-Ed nutrition educator, and one full-time office administrative assistant.

### Position Responsibilities:

1. Plan, implement and evaluate an educational Family and Consumer Sciences program with emphases on nutrition, food safety, health and wellness, family and business financial management, parenting, aging needs, housing and environment concerns.
2. Provide leadership for the 4-H/Youth Development program in the county including subject matter training for volunteer members and leaders consistent with FCS skills, abilities and experiences.
3. Provide supervision for the SNAP-Ed Nutrition Educator.
4. Involve local citizens and community organizations in identifying needs and priorities, targeting new audiences, and developing and implementing appropriate and responsive educational programming.
5. Build and maintain coalitions with community boards and organizations.
6. Cooperate with other Extension agents in cross-county programming efforts.
7. Share responsibility with other Extension staff in implementing and maintaining a balanced, interdisciplinary Extension program.
8. Utilize all available media sources, including electronic mail, the internet and other advancing technology, to communicate with MSU Extension staff and others, and to provide information to clientele.
9. Assist other human services agencies and organizations within the county in developing educational programs and community leadership skills.
10. Assure compliance with civil rights and affirmative action policies.
11. Comply with all Extension, federal, state, university and county reporting requirements.
12. This position, at times, requires night and weekend work. The position also requires extensive reading, frequent travel throughout the county, occasional travel throughout the state of Montana, and travel to and from programs. In addition, this position requires using a variety of teaching methods, and handling and operating a variety of demonstration and educational equipment.

**Required Qualifications:**

1. Bachelor's Degree in Family and Consumer Sciences or a closely related field.
2. Demonstrated ability to lead groups and to develop, organize, plan, teach and evaluate educational programs.
3. Demonstrated ability to work with little or no supervision.
4. Computer literacy as demonstrated by evidence of computer use in program development, delivery and/or management.
5. Demonstrated ability to work collaboratively and effectively with individuals, groups and community organizations.
6. Demonstrated ability to work with a wide variety of adult and youth audiences.

**Preferred Qualifications:**

1. Master's Degree.
2. At least one degree (either Bachelor's or Master's degree) in Family and Consumer Sciences or closely related field.
3. Experience and/or training in the area of Family and Consumer Sciences.
4. Experience in volunteer management.
5. Extension experience.

The successful candidate will possess excellent human relations skills, the ability to work effectively with other staff members, and evidence of good judgment, flexibility and innovativeness in order to respond to the changing needs of the people in Hill County. The successful candidate will also possess the ability to communicate effectively, both verbally and in writing. The successful candidate will have familiarity with different socio-economic audiences, an interest in working with people from diverse backgrounds, and a commitment to the principles of diversity.

**Additional Requirement: In accordance with MSU policy, hiring will be conditional upon successful completion of a pre-employment background check.**

**CONDITIONS & BENEFITS:** This appointment includes participation in TIAA-CREF, coverage for health and life insurance, Social Security, Workers' Compensation and Unemployment Compensation.

**GENERAL INFORMATION:** This position is administratively responsible to Dave Phillips, Central Regional Department Head, through the hiring authority of the Vice President for External Affairs and Director of Extension. For further specific information regarding the position responsibilities, please contact

Dave Phillips, Central Region Department Head  
52583 US Hwy 87  
Moccasin, MT 59462

Phone: (406) 423-5421  
Cell: (406) 366-2750  
Email: [dphillips@montana.edu](mailto:dphillips@montana.edu)

**APPLICATION PROCEDURE:** To apply, submit **(a) letter of application addressing, in detail, each qualification listed for position; (b) current resume; (c) names, addresses and phone numbers of five professional references; (d) transcripts of all academic work (copies are acceptable); and (e) criminal information sheet and advertising tracking form located on website <http://msuextension.org>** to:

Julie Heard, Personnel Officer  
MSU Extension Service  
P.O. Box 172230  
Bozeman, MT 59717-2230

Phone (406) 994-1752  
FAX (406) 994-1756  
E-mail: [julia.heard@montana.edu](mailto:julia.heard@montana.edu)

**Application Deadline: Screening of applications begins January 20, 2012, and will continue until a suitable candidate is found.**

**ADA/EO/AA/VETERAN'S PREFERENCE:** In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. MSU makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To claim veteran's preference or request accommodation, contact Human Resources/Affirmative Action, Hamilton Hall, MSU, Bozeman MT 59717-2430; 406-994-2042. MSU's Affirmative Action Non-Discrimination Policy and Procedures are on the Web at [www2.montana.edu/policy/affirmative\\_action/](http://www2.montana.edu/policy/affirmative_action/).