



MONTANA
STATE UNIVERSITY

EXTENSION

Position *Announcement*

MSU Extension Personnel

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

Title: **Stillwater County Extension Agent – Fulltime**

Position #: **5-09**

Location: **Columbus, Montana**

Start Date: **October 1, 2009** (Negotiable)

County Profile: Stillwater County is located in south-central Montana, 45 minutes west of Billings and about 2 ½ hours north of Yellowstone National Park. Columbus is the county seat and, according to the U.S. Census estimates, has a population of about 1,900. Total county population, according to the same source, is about 8,500. Other towns and communities in Stillwater County include Absarokee, Fishtail, Molt, Nye, Park City, Rapelje and Reed Point. Stillwater County ranks high among Montana counties for per capita income. Agriculture, manufacturing, mining, recreation and tourism are the major industries within the county. Complete (K-12) school systems exist in the communities of Columbus, Absarokee, Park City, Rapelje and Reed Point. Columbus is home to a community hospital and nursing home. The 4-H program in Stillwater County is very active and consists of approximately 200 members and 65 volunteer leaders in 12 organized clubs. There are also two special-interest clubs for teen leadership and shooting sports. Family Community Education Clubs are also very active with approximately 76 members in seven community clubs. The county offers a variety of recreational opportunities which include golfing, hunting, fishing, camping, mountain climbing and good access to skiing. The mountains and lakes in the adjoining Custer National Forest and Absaroka-Beartooth Wilderness Area are popular recreational sites.

General Information: The primary foci for the agent in this fulltime position will be to **provide leadership and educational programming in the disciplines of Family and Consumer Sciences and 4-H Youth Development** with a secondary focus in the area of Community Development for the people in Stillwater County. The Stillwater Extension Office is staffed by one other Extension Agent (Agriculture and Natural Resources) and one administrative support person.

Position Responsibilities:

1. Plan, implement facilitate 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. Plan, implement, facilitate and evaluate 4-H youth development programs. Work in cooperation with the 4-H Council, its subcommittees, MSU Extension Agents, groups and individuals as needed.
3. Involve local citizens and community organizations in identifying needs and priorities, targeting new audiences, and developing and implementing appropriate and responsive educational programming.
4. Build and maintain coalitions with community boards and organizations; serve as the local community liaison for the Horizons Program.
5. Cooperate with other Extension agents in cross-county programming efforts.
6. Share responsibility with other Extension staff in implementing and maintaining a balanced, interdisciplinary Extension program.
7. 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.
8. Assist Family and Consumer Education (FCE) groups in developing educational programs and community leadership skills.
9. Assure compliance with civil rights and affirmative action policies.
10. Comply with all Extension federal, state, university and county reporting requirements.
11. 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

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Required Qualifications:

1. Bachelor's Degree.
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 Stillwater 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.

CONDITIONS & BENEFITS: This appointment includes participation in TIAA-CREF, coverage for health and life insurance, Social Security, Workers' Compensation and Unemployment Compensation. **MSU may conduct a criminal history records check on any applicant. The University will not employ persons whose criminal and/or employment history suggests they may pose a significant risk to youth, faculty, staff or university property.**

GENERAL INFORMATION: This position is administratively responsible to Dave Phillips, Central Regional Department Head, through the hiring authority of the Vice Provost 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

APPLICATION PROCEDURE: Screening of applications will begin on **August 17, 2009**, and will continue until a suitable candidate is found. To apply, submit the following:

- a) Letter of application addressing each listed qualification in detail;
- b) Current resume;
- c) Names, addresses and phone numbers of five professional references;
- d) Transcripts of all academic work (copies are acceptable);
- e) Criminal information sheet; and
- f) Advertising tracking form located on website <http://msuextension.org>

Submission of items a, b and c in electronic form is encouraged (Word, WordPerfect or PDF). Send files as attachments to julia.heard@montana.edu.

Paper documents may be sent to:

Julie Heard, MSU Extension Personnel
309 Culbertson Hall
P.O. Box 172230
Bozeman, MT 59717-2230
406-994-1752

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/.

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