



MONTANA
STATE UNIVERSITY

EXTENSION

Position *Announcement*

MSU Extension Personnel

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

TITLE: YELLOWSTONE COUNTY FAMILY AND CONSUMER SCIENCES EXTENSION AGENT – FULL TIME

POSITION #: 13-13

LOCATION: Billings, Montana

START DATE: February 15, 2014 (negotiable)

COUNTY PROFILE: Located in south central Montana, Yellowstone County is Montana's most populous county with an estimated population of over 150,000. Billings, the county seat, is the largest city within a 500 mile radius with an estimated population of 106,954 (2012) and is a major retail and wholesale trade, financial, energy, transportation and medical center. It offers diverse educational opportunities, cuisine, arts and culture to people throughout the region. Laurel, a town of 7,300, is located 12 miles from Billings and other communities in the County include Ballantine, Broadview, Custer, Huntley, Lockwood, Pompey's Pillar, Shepherd and Worden. Sixty eight public and private schools in the county (37 elementary, 13 middle, 10 high and 8 private) provide excellent educational opportunities. Billings is also home to MSU-Billings, the MSU College of Technology, and Rocky Mountain College. Established in 1883 and located along the Yellowstone River, Yellowstone County is rich in history. The only remaining evidence of the Lewis & Clark expedition, Clark's signature on Pompey's Pillar, is located in the county. The area also offers a variety of recreational opportunities, including skiing, hiking, biking, and boating. Yellowstone Park is easily accessible as well. Billings is a transportation hub with a large airport. It also has available an efficient MET Bus Transit System. Special cultural opportunities include the Yellowstone Art Museum, the Western Heritage Center, the Billings Symphony, the Alberta Bair Theater, and Zoo Montana. The medical corridor provides the most advanced healthcare services in a four-state area and Healthcare in Billings is an important economic anchor. Agriculture is an important contributor to the Yellowstone County economy as well with the production of livestock and crops contributing over \$154 million annually to the local economy.

GENERAL INFORMATION: The main emphasis of the Yellowstone County Extension Agent position will be to **provide leadership and educational programming in the discipline of Family and Consumer Science**. The Yellowstone County Extension office staff also includes a full-time Agriculture Agent, a full-time 4-H Agent, a part-time Horticulture Associate, a part-time 4-H Associate, and one full-time and one part-time Administrative Assistant. The Yellowstone County Extension Office occupies modern office space on the first floor of the Yellowstone County Courthouse.

POSITION RESPONSIBILITIES:

- Plan, implement, and evaluate research based educational programs in the area of Family and Consumer Science with emphases on nutrition, food safety, health and wellness, family and business financial management, parenting, housing and environmental concerns.
- Collaborate with local government agencies, civic groups, businesses, and individuals to develop strategies and programs that increase community leadership capacity to address issues involving community well being and vitality.
- Collaborate with other Yellowstone County Extension staff members to provide appropriate education and service in areas of importance to the local community.
- Involve local citizens and community organizations in identifying needs and priorities, targeting new audiences, and developing and implementing appropriate and responsive educational programming.
- Serve as an ex-officio member of various agency and community committees and boards relating to Family and Consumer Sciences.
- Cooperate with other Extension staff, government agencies and civic groups in implementing, maintaining, and evaluating a balanced interdisciplinary Extension program.
- Utilize all available media sources, including electronic mail, the Internet, and other advancing technology, to communicate with MSU Extension staff and others, and to disseminate information to county clientele.
- Must possess, or be able to obtain, a Montana Driver's license, or have other means of reliable transportation.
- Assure compliance with civil rights and affirmative action policies.
- Position requires frequent night and weekend work, extensive reading, frequent travel throughout the county, occasional travel throughout the state of Montana, and travel to and from programs with adult and youth participants. Position also 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, plan, implement, facilitate, 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 and other emerging technologies in program development, delivery and/or management.
5. Demonstrated ability to work effectively with groups and individuals.
6. Demonstrated ability to work effectively with youth and adults.

PREFERRED QUALIFICATIONS:

1. Master's Degree.
2. At least one degree (either Bachelor's or Master's degree) in Family and Consumer Science or other closely related field.
3. Experience in or knowledge of Family and Consumer Science.
4. Facilitation and mediation experience or training.
5. Extension experience.

The successful candidate will possess excellent human relations skills, evidence of good judgment, flexibility and innovativeness in order to respond to the changing needs of the people in Yellowstone County; and the ability to communicate effectively, both verbally and in writing. The successful candidate will also have familiarity with multi-cultural and different socioeconomic 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 Larry Brence, Eastern Region Department Head, through the hiring authority of the Vice Provost and Director of Extension. For further specific information regarding the position responsibilities, please contact:

Larry Brence, Eastern Region Department Head
243 Fort Keogh Rd.
Miles City, MT 59301

Phone: (406) 874-8236
Cell: (406) 951-0366
Email: lbrence@montana.edu

Application Procedure: Screening of applications will begin on **December 2, 2013**, 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 résumé;
- C. Names, addresses and phone numbers for three professional references;
- D. Transcripts of all academic work (copies acceptable);
- E. Criminal information sheet; and (www.msuextension.org)
- F. Advertising track form (www.msuextension.org)

Submission of items A, B and C in electronic form is encouraged (Word, WordPerfect or PDF), but a signed letter of application must also be sent by mail in order to assure receipt of original signature. Send files as attachments to JULIA.HEARD@montana.edu.

Paper documents may be sent to:

Julie Heard, MSU Extension Personnel, 211 Culbertson Hall
PO Box 172230
Bozeman, MT 59717-2230

Phone: 406-994-1752
FAX: 406-994-1756

Montana State University is committed to continually supporting, promoting and building an inclusive and culturally diverse campus environment and strongly encourages applications from female and minority candidates.

Montana State University is an Affirmative Action and Equal Opportunity employer and educational institution. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, national origin (ancestry), sex, sexual preference/orientation, marital or parental status, age, creed, religion or political belief, mental or physical disability or status as a veteran. As a commitment toward the University's mission to be inclusive and diverse, applications from qualified minorities, women and persons with disabilities are highly encouraged.

Montana State University 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. 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. To claim veteran's preference or request accommodation, contact Human Resources P.O. Box 172520, Montana State University, Bozeman MT 59717-2520; 406-994-3651; humanresources@montana.edu

MSU's Affirmative Action Non-Discrimination Policy and Procedures can be located on the MSU Website: www2.montana.edu/policy/affirmative_action/

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