



**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:** BLAINE COUNTY EXTENSION AGENT – Re-advertised  
**POSITION #:** 06-14  
**LOCATION:** Chinook, Montana  
**AVAILABLE:** June 1, 2014 (negotiable)

**County Profile:** Blaine County is located in north central Montana, and the county borders Canada. Blaine County has an area of 4,500 square miles with an average of 1.7 persons per square mile. The county population is 7,000, with the largest population centers in Chinook, Harlem and Turner. Based on an agricultural economy, Blaine County also relies on oil, gas, tourism and education as primary sources of employment. Hunting, fishing, rodeo, softball and bowling are popular forms of recreation. The Upper Missouri River Breaks National Monument is located along the southern border of the county. Bear Paw Battlefield National Park is located 15 miles south of Chinook and the Fort Belknap Indian Reservation lies in the eastern third of the county. Complete school systems are located in the communities of Chinook, Harlem and Turner. Montana State University-Northern and the Northern Montana Medical Center are located in Havre, 21 miles west of Chinook. The Blaine County 4-H program has 180 youth members and 56 adult leaders in 9 organized clubs.

**General Position Responsibilities:** The primary focus for the agent in this fulltime position will be to provide leadership and educational programming in the disciplines of 4-H Youth Development and Family/Consumer Sciences. The Blaine County Extension Office is staffed by one other Extension Agent (Agriculture and Natural Resources), one full-time administrative assistant and a part-time SNAP-Ed (nutrition education) program assistant.

**Specific Position Responsibilities:**

1. Plan, implement, facilitate and evaluate 4-H youth development programs that include youth competitive events teams, teen leadership training and volunteer leader recruitment and training. Work in cooperation with the 4-H Council, its subcommittees, MSU Extension Agents, groups and individuals as needed.
2. Plan, implement, facilitate and evaluate an educational Family and Consumer Sciences program with emphases on nutrition and food safety, health and wellness, stress management and healthy lifestyles.
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.
5. As requested, cooperate with the Fort Belknap Reservation Extension Agents to conduct family and consumer sciences educational programming.
6. Supervise the Blaine County SNAP-Ed nutrition program assistant.
7. Share responsibility with other Extension staff in implementing and maintaining a balanced, interdisciplinary Extension program.
8. Utilize all available media sources, including print and electronic versions of newsletters, electronic mail, the internet and other advancing technology, to communicate with MSU Extension staff and others, and to provide information to clientele.
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 involves 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 Blaine 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. Salary is commensurate with experience, training and education.

**General Information:** This position is administratively responsible to John Pfister, Central Region Department Head, under the hiring authority of the Executive Director of MSU Extension. For further specific information regarding the position responsibilities, please contact:

John Pfister, Central Region Department Head  
20 Aspen Drive, Roundup, MT 59462  
E-mail: [john.pfister@montana.edu](mailto:john.pfister@montana.edu)

Phone: (406) 320-1414

**Screening of applications begins July 1, 2014**, and will continue until a suitable applicant pool is established

**Application Procedure:** to apply, submit the following with the position number and/or title of the position:

- (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); and
- (e) Criminal information sheet and advertising tracking form located on website <http://msuextension.org/jobs/default.cfm>

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 [maryfran@montana.edu](mailto:maryfran@montana.edu). Paper documents may be sent to:

Mary Fran San Soucie, MSU Extension Personnel  
211 Culbertson Hall  
PO Box 172230  
Bozeman, MT 59717-2230

Phone: (406) 994-6648  
FAX: (406) 994-1756

*Montana State University values diverse perspectives and is committed to building a multicultural work force. We strongly encourage women, racial/ethnic/gender minorities, persons with disabilities, and veterans to apply. MSU is responsive to the needs of dual career couples and is dedicated to work-life integration.*

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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. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans 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 the Office of Human Resources, PO Box 172520, Montana State University, Bozeman MT 59717-2520; 406-994-3651; [hrrp\\_forms@montana.edu](mailto:hrrp_forms@montana.edu).

MSU's Affirmative Action Non-Discrimination Policy and Procedures can be located on the MSU Website: [www2.montana.edu/policy/affirmative\\_action/](http://www2.montana.edu/policy/affirmative_action/)

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MSU Extension is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.