



# Extension Assistant Director, 4-H Youth Development

<https://www.ndsu.edu/employment>  
Posting ID #2939665

**Lead dynamic 4-H youth development Extension programs in North Dakota**

**NDSU**

EXTENSION

**Position:** Full-time

**Salary:** Commensurate with qualifications and experience

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

**Location:** Fargo, ND

### To apply

- Visit <https://www.ndsu.edu/employment/joblist>
- Search for Posting ID #2939665

### Screening will begin

April 4, 2022

### Direct questions to:

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## Position Information

The assistant director serves as the program leader for the 4-H youth development program area. This position provides visionary, statewide leadership that is focused on youth development and leadership, with demonstrated ability to conceptualize, communicate, address and evaluate statewide program needs. The program leader provides administrative leadership for 4-H and youth program development, evaluation and implementation; external partnership development; development of financial resources and budgetary administration; and supervision of 4-H youth development specialists and support staff. Extension 4-H youth development programs result in a measurable positive impact on enhancing life skills of youth, adults and volunteers.

This is a 100% administrative position with office space provided in Suite 309, Morrill Hall, NDSU. The Assistant Director reports to the Associate Director, NDSU Extension.

Assistant director responsibilities include, but are not limited to, the following:

- Develop high-quality and culturally responsive 4-H and youth development Extension programs that address the needs of North Dakota residents based on ongoing visioning and assessment processes that use input from citizens, the State Board of Agricultural Research and Education, Extension and college faculty and staff, and other state and federal partners.
- Work in cooperation with other Extension program leaders as necessary.
- Provide statewide leadership in coordinating high-impact Extension 4-H youth development programs including subject matter training, program planning, and assessment and evaluation.
- Facilitate professional development for Extension specialists, agents, and new staff to enhance program impacts in 4-H youth development.
- Develop, nurture, and expand positive working relationships with various diverse public and private agencies, and organizations within North Dakota, in the North Central Region, and nationally; faculty, staff and administration in the College of Human Sciences and Education; and among Extension agents and state staff who are interested in enhancing Extension's educational programs.
- Provide leadership for systems that ensure 4-H youth development program evaluation and identification of program outcomes; maintain accountability; and ensure use of effective strategies to share program vision, mission and outcomes with public and private sector stakeholders.
- Provide leadership for the involvement of volunteers in youth programs.
- Work in close partnership with the North Dakota 4-H Foundation to expand resources and revenues for the North Dakota 4-H program.
- Lead or contribute to efforts to write grants, generate revenue and establish partnerships that leverage public and private funds to support 4-H youth development programming.
- Provide supervision and annual evaluation of all 4-H youth development specialists and staff who reside outside of academic departments.
- Serve on the Extension Leadership Team, and provide input to group discussions and suggest visionary opportunities for the organization.
- Liaise or coordinate representation with North Central Region peers in affiliated program areas.
- Manage the budget for 4-H youth development programs and personnel.
- Communicate the value of 4-H youth development to policy makers and stakeholders.

## Minimum Qualifications

- An earned doctorate in a discipline related to human sciences, family and consumer sciences education, youth development, education, or other related discipline.
- Five or more years professional experience within Cooperative Extension.
- Understanding of measuring and assessing the impact and effectiveness of Extension/outreach programs.
- Understanding of the educational process, i.e., developing, managing, and evaluating educational programs with a demonstrated ability to promote creativity and vision in program development.
- Understanding of the administration and leadership of educational programs, including strategic planning.
- Evidence of the ability to lead, manage, and supervise people.
- Understanding of the fiscal management process and efforts to secure funding to support new and existing programs.
- Experience developing and maintaining effective partnerships and serving as a skilled liaison between and among groups with the ability to engage in successful negotiation, collaboration, and relationship building.
- Demonstrated commitment to inclusion and to the promotion of equal opportunity, diversity and affirmative action.
- Superior interpersonal skills, the ability to work in a collegial manner to solve problems, and the ability to develop and maintain positive relationships.
- Demonstrated ability to work collaboratively within a highly effective team.

## Preferred Qualifications

- Ten or more years professional experience within Cooperative Extension.
- Experience as an educator in county-based 4-H programming, managing 4-H clubs and volunteers, and coordinating events such as local achievement days.
- Experience and success in measuring and assessing the impact and effectiveness of Extension/outreach programs.
- Demonstrated fiscal management and success in securing funding to support new and existing programs.
- Demonstrated experience in leading the educational process, i.e., developing, managing, and evaluating educational programs with a demonstrated ability to promote creativity and vision in program development.
- Demonstrated experience in the administration and leadership of educational programs, including strategic planning.
- Demonstrated experience leading, managing, and supervising people.
- Extensive experience developing and maintaining effective partnerships and serving as a skilled liaison between and among groups with the ability to engage in successful negotiation, collaboration, conflict resolution, and relationship building.
- Demonstrated leadership in working with legislators and the legislative process.
- Demonstrated ability to lead highly effective teams.
- Understanding of the history and mission of the Land Grant University System.

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