



# Extension Assistant Director, Family and Community Wellness

<https://www.ndsu.edu/employment>  
Posting ID #2939446

Lead dynamic family and community wellness  
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 #2939446

### Screening will begin

March 21, 2022

### Direct questions to:

Jim Deal

Interim Dean, College of  
Human Sciences and Education  
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## Position Information

The assistant director serves as the program leader for the family and community wellness program area. This position provides visionary, statewide leadership that is focused on family well-being, community vitality and leadership, with demonstrated ability to conceptualize, communicate, address and evaluate statewide program needs. The program leader provides administrative leadership for family and community wellness program development, evaluation and implementation; external partnership development; development of financial resources and budgetary administration; and supervision of family and community wellness specialists. These programs develop individual capacity, build local engagement and leadership, and improve the quality of life of individuals, families and communities.

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 family and community wellness 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 family and community wellness 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.
- Provide leadership for the development, implementation, management and evaluation of professional development programs and activities for the NDSU Extension system.
- Develop, nurture, and expand positive working relationships with various diverse public and private agencies, and organizations within North Dakota and in the North Central Region; faculty, staff and administration in the Colleges of Human Development and Education and Arts, Humanities and Social Sciences; and among Extension agents and state staff who are interested in enhancing Extension's educational programs.
- Provide leadership for systems that ensure family and community wellness 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.
- Lead or contribute to efforts to write grants, generate revenue and establish partnerships that leverage public and private funds to support family and community wellness programming.
- Provide supervision and annual evaluation of all family and community wellness specialists and staff who reside outside of academic departments.
- Serve on the Extension Leadership Team, and provide input to group issues and suggest visionary opportunities for the organization.
- Liaise or coordinate representation with North Central Region peers in affiliated program areas.
- Manage the budget for family and community wellness programs and personnel.

## Minimum Qualifications

- An earned doctorate in a discipline related to human sciences, family consumer sciences education, nutrition, education, community development, 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 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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