



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: FORT BELKNAP RESERVATION EXTENSION AGENT, (Federally Recognized Tribal Extension Project, 'FRTEP')
Full time – Agriculture/Natural Resources and 4-H Youth Development

POSITION #: 04 -07
LOCATION: Fort Belknap Agency, Harlem, Montana
START DATE: January 1, 2008

RESERVATION PROFILE: The Fort Belknap Reservation, homeland to the Gros Ventre and the Assiniboine Tribes, is located forty miles south of the Canadian border, twenty miles north of the Missouri River and forty-five miles east of Havre (site of MSU-Northern, a four year college that is part of the greater Montana University System). Fort Belknap is the fourth largest reservation in Montana, encompassing an area of 675,147 acres, extending approximately 28 miles from east to west and 35 miles north to south. The terrain, for the most part, is rolling plains with the Little Rocky Mountains located at the south end of the reservation. The reservation's main industry is agriculture consisting of cattle ranches, hay and small grain production. The communities of Hays and Lodge Pole are nestled within the Little Rocky Mountains. Hays/Lodge Pole Schools and St. Paul's Mission School (grades 1-6) are located in these communities. There are over 5,000 enrolled tribal members with approximately 4,900 living on or near the reservation. Fort Belknap College is located at the Fort Belknap Agency community on the north end of the reservation in close proximity to the town of Harlem which also has a K-12 elementary and secondary school system. The MSU Extension Office is located at the agency community, home of most tribal government activities. The north central Montana area offers a wide variety of outdoor recreational opportunities including camping, boating, fishing, hiking and hunting.

GENERAL INFORMATION: The main focus areas of the Reservation Extension Agent will be agriculture/natural resources and 4-H youth development. Other program responsibilities may include Community and Economic Development. The office is staffed by one other agent whose focus is in the areas of Family and Consumer Sciences and Food Stamp Nutrition Education. There is also a full time administrative assistant who is supervised by both agents.

POSITION RESPONSIBILITIES:

1. Plan, implement, teach, facilitate and evaluate educational programs in agriculture, with emphases on ranch management, livestock production and marketing, weed management, horticulture, home landscaping, dry land crop production and pesticide education.
2. Provide primary leadership to the 4-H Youth Development program, including an on-going non-traditional 4-H program, and the Junior Agriculture and Rural Assistance Loan programs for youth on the reservation. The loan programs require networking closely with the Montana Department of Agriculture.
3. Collaborate with the Family and Consumer Sciences Agent in the management, implementation and evaluation of the overall 4-H program.
4. Plan for and facilitate the necessary resources to address overall educational program needs and the general needs of the Extension program on the Fort Belknap Reservation.
5. Work collaboratively with tribal government on the Tribal Strategic Management Planning Process.
6. Network closely with other tribal programs, local schools and organizations involved with the Mid Winter Fair.
7. Collaborate and cooperate with other community development and economic development activities.
8. Coordinate with other tribal and local school programs to conduct educational summer youth camps.
9. Collaborate with the Fort Belknap College Extension program and assist with annual educational horticultural garden tours.
10. Must possess or be able to obtain a Government Pesticide Applicator's License.
11. Coordinate efforts and share responsibilities with the Family and Consumer Sciences Agent in order to develop and implement a balanced Extension program.
12. Utilize electronic mail, the Internet and other advancing technology to communicate with MSU Extension staff and others, and to research topics for clientele.
13. Comply with all Extension federal, state, university and reservation reporting requirements.

Making a difference in Montana

14. Assure compliance with civil rights and affirmative action policies.
15. Position requires frequent night and weekend work, extensive reading, frequent travel throughout the reservation, occasional travel throughout the state of Montana, and travel to and from programs with adult and youth participants. The position also requires using a variety of teaching methods, and handling and operating a variety of demonstration and educational equipment.
16. Must possess, or be able to obtain, a Montana driver's license or have other means of reliable transportation.

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree in agriculture or a closely related field.
2. Significant, relevant experience in agricultural production which may include livestock production, animal science, agricultural business, crop production, range management, farm/ranch management or closely related fields.
3. Demonstrated ability to lead groups; as well as to plan, implement, facilitate, teach and evaluate educational programs in the areas of youth development and agriculture.
4. Demonstrated ability to work with little or no supervision.
5. Computer literacy as demonstrated by evidence of computer use in program development, delivery and/or management.
6. Demonstrated ability to work effectively with groups and individuals.
7. 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), or significant relevant experience, in Agronomy, Animal Science, Agriculture Business or a closely related agricultural field.
3. Training or experience in crops, livestock, farm/ranch management and weed management.
4. Knowledge of or experience in 4-H or other youth development programs.
5. Training or experience in facilitation and mediation.
6. Training and/or experience in budget development and management.

The successful candidate will possess a sound understanding of and sensitivity to the local native culture, excellent human relations skills, the ability to work effectively with other staff members, evidence of good judgment, flexibility and innovativeness in order to respond to the changing needs of the people on the Fort Belknap Reservation, and will possess strong cross-cultural skills enabling him/her to communicate effectively, both verbally and in writing. The successful candidate will also have a familiarity with multi-cultural and different socioeconomic audiences, an interest in working with people from diverse backgrounds and a positive attitude toward maintaining continuity in all program areas.

CONDITIONS & BENEFITS: This appointment includes participation in TIAA-CREF, coverage for health and life insurance, Social Security, Workers' Compensation and Unemployment Compensation. This position will not be a tenure track position. **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 Central Regional Department Head. For further specific information regarding the position responsibilities, please contact:

Dave Phillips, Central Region Department Head
52583 US Hwy 87
Moccasin, MT 59462-9512

Phone: (406) 423-5421
Cell: (406) 366-2750
Email: dphillips@montana.edu

APPLICATION PROCEDURE: Screening of applications begins October 1, 2007, and will continue until a suitable candidate is found. To apply, submit the following with the position number and/or title of the position:

- (a) Letter of application addressing each listed qualification for position 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>.

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

Paper documents may be sent to:

Mary Fran San Soucie, MSU Extension Personnel
307 Culbertson Hall
P.O. Box 172230
Bozeman, MT 59717-2230

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

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/.