**POSITION DESCRIPTION TEMPLATE**

Required wording on position descriptions noted in RED.

**Working Title**

**Proposed Annual Salary Range**

**Description of Work Unit**

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of all backgrounds and abilities. We invite you to review [Colorado State University’s Principles of Community](http://diversity.colostate.edu/principles-of-community) that guide our mission and vision of access, teaching, service and engagement.

**If position is bachelor’s required and master’s preferred:** Colorado State University encourages professional development and provides an [Employee Study Privilege](http://www.hrs.colostate.edu/benefits/study-privilege.html) with up to 9 credit hours of tuition assistance annually.

**Position Summary**

**Position Supervises**

**Decision Making**

Extension agents independently prepare an annual plan of work and prepare for, implement, evaluate and report outcomes associated with their program responsibilities. They choose who to work with, identify locations, what resources/curriculum to use, which learning/teaching strategies will meet learner needs, cost recovery and how to engage volunteers and partners. They are responsible for developing and maintaining relationships with county, school and community partners. They independently manage their time; scheduling programming to meet learner and partner availability and preferences.

This position will be responsible for a (program, travel, operating, etc.) budget of approximately $XX. If 4-H responsibilities include: In addition, they are responsible for assuring all 4-H entities handle their 4-H finances according the CSU and IRS rules. They work under the general supervision of the County Extension Director who they may consult with if questions arise.

**OR**

This position does not have budget responsibilities. They work under the general supervision of the County Extension Director who they may consult with if questions arise.

**Required Job Qualifications**

* Completed bachelor’s degree. **OR** Completed master’s degree.
* Degree (or One degree) must have been conferred in XX, XX, XX or a closely related field. (Insert all appropriate degree fields.)
* A successful candidate without a completed master’s degree will be required to complete a master’s degree within five years from the start of employment. Failure to do so will result in termination unless a compelling reason is accepted by the Vice President of Engagement and Extension.
* Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
* Demonstrated experience working with people as individuals and in groups; ability to forge equitable and successful partnerships with other professionals and organizations.
* Demonstrated use of technology in managing and/or delivering educational programs.
* Must have a valid driver’s license or the ability to obtain a driver’s license or access to a licensed driver by the employment start date.

**Preferred Job Qualifications**

**Essential Job Duties –** **Please use two or more of the duties listed below. No job duty area should be <10%. The percentage of all Essential Job Duties used must total 100%. It is not necessary to use all four areas. Please list Essential Job Duties in descending order.**

**Program Planning, Development, Delivery, Evaluation and Reporting: XX%**

Note: % of job assigned to this duty may be changed as the program develops.

**Initiate and Develop Relationships and Partnerships: XX%**

* Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.

Note: % of job assigned to this duty may be changed as the program develops.

**Volunteer Recruitment, Development and Management: XX%**

Note: % of job assigned to this duty may be changed as the program develops.

**Administration and Supervision: XX%**

Note: % of job assigned to this duty may be changed as the program develops.

**Supervisor**