AUBURN
Human Resources

Extension Agent I

Job Description

JOB INFORMATION

Job Code	CA71A
Job Description Title	Extension Agent I
Pay Grade	EO06
Range Minimum	$47,310
33rd %	$55,200
Range Midpoint	$59,140
67th %	$63,080
Range Maximum	$70,970
Exemption Status	Exempt
Approved Date:	1/30/2025 10:34:48 AM

JOB FAMILY AND FUNCTION

Job Family:	Extension Outreach
Job Function:	Extension Services

JOB SUMMARY

Under close supervision , the Extension Agent supports the planning, delivery, and evaluation of educational programs that address community needs in the assigned subject matter. These programs aim to enhance knowledge, build skills, and promote positive change among participants.

RESPONSIBILITIES

- Assists in leading, organizing, and implementing programs while providing experiential learning opportunities to enhance participants' knowledge, leadership skills, independence, and personal growth.
- Assists with conducting and analyzing needs assessments to identify and prioritize program needs. Provides input for new programs using research-based resources and collaborates regularly to coordinate efforts and establish priorities.
- Tracks program-specific data, prepares evaluation summaries and success stories, and assists with submitting timely reports on program outcomes to stakeholders and partners.
- Supports and maintains relationships with stakeholders, serves as the Alabama Cooperative Extension System’s (ACES) representative, and communicates effectively to develop partnerships that enhance program delivery and evaluation.
- Tracks budget and fiscal resources according to ACES policies, ensuring responsible stewardship. Assists in securing extramural funding (grants, contracts, donations, sponsorships, programming fees, etc.) to support and expand programming. May participate in grant-funded projects.
- Assists with identifying innovative ways to engage targeted underserved and underrepresented audiences. Ensures compliance with related civil rights and affirmative action policies.
- Assists in establishing media contacts and actively using various media outlets to promote and market programs in line with Auburn University and ACES branding guidelines.
- Implements and enforces all Auburn University Risk Management requirements and policies designed to help keep program participants, especially youth, safe.
- May help develop the Priority Program Team (PPT) plan-of-work and create individual plans with other Extension Agents. May evaluate plan-of-work objectives and outcomes to ensure positive impact in assigned area.
- May assist with providing leadership and coordination for volunteer development, including recruitment, orientation, and specialized training to strengthen program and volunteer capacity.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Discipline related to extension programming.	and	0 years of	Experience implementing, managing, or delivering educational programs in a relevant discipline, including formal and/or informal teaching methods.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of fundamental concepts, practices, and procedures of particular field of specialization.	And
Ability to work with youth and adult learners, understand generational differences, and appreciate the nuances of a complex organization.	And
Ability and willingness to travel extensively throughout assigned regions and operate a motor vehicle for University business.	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Other	Valid Driver’s License			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures			X		
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts			X		
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic

Additional Special Requirements:

Must be able to lift and carry supplies, publications, and equipment needed for training and programs.