AUBURN
Human Resources

Extension Agent II

Job Description

JOB INFORMATION

Job Code	CA71B
Job Description Title	Extension Agent II
Pay Grade	EO07
Range Minimum	$52,040
33rd %	$60,710
Range Midpoint	$65,050
67th %	$69,390
Range Maximum	$78,060
Exemption Status	Exempt
Approved Date:	1/30/2025 10:36:39 AM

JOB FAMILY AND FUNCTION

Job Family:	Extension Outreach
Job Function:	Extension Services

JOB SUMMARY

Under general supervision, the Extension Agent leads, plans, delivers, and evaluates 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

- Leads, organizes, and implements programs while providing experiential learning opportunities to enhance participants' knowledge, leadership skills, independence, and personal growth. Provides diverse programming and participates in cross-disciplinary initiatives to support meaningful change.
- Conducts and analyzes 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.
- Analyzes program-specific data, prepares evaluation summaries and success stories, and creates and distributes timely reports on program outcomes to stakeholders and partners.
- Establishes and maintains relationships with stakeholders, participates in stakeholder organization programming, and serves as the Alabama Cooperative Extension System’s (ACES) subject-matter representative. Develops positive working relationships with colleagues and clients in assigned area to build networks, coalitions, and/or community capacity.
- Communicates effectively to develop partnerships that enhance program delivery and evaluation. Acts as a positive role model for the organization and contributes to ACES's mission and goals.
- Budgets and manages fiscal resources according to ACES policies, ensuring responsible stewardship. Identifies, manages, and secures extramural funding (grants, contracts, donations, sponsorships, programming fees, etc.) to support and expand programming. May also assist with securing resources for multi-county, state, and national level events.
- Identifies innovative ways to engage targeted underserved and underrepresented audiences. Ensures compliance with related civil rights and affirmative action policies.
- Establishes media contacts and actively uses various media outlets to promote and market programs in line with Auburn University and ACES branding guidelines.
- Builds relationships with volunteers and partners. Provides leadership and coordination for volunteer development, including recruitment, orientation, and specialized training to strengthen program and volunteer capacity.
- Provides expertise and leadership to the internal team and/or external stakeholders, ensuring that program policies, decisions, and directions align with ACES and Auburn University guidelines.
- Implements and enforces all Auburn University Risk Management requirements and policies designed to help keep program participants, especially youth, safe.

RESPONSIBILITIES

- May 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.

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	4 years of	Experience implementing, managing, or delivering educational programs in a relevant discipline, including formal and/or informal teaching methods.	Or
Master's Degree	Discipline related to extension programming.	and	2 years of	Experience implementing, managing, or delivering educational programs in a relevant discipline, including formal and/or informal teaching methods.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Other	Drivers Licenses		Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.