AUBURN
Human Resources

Extension Agent III

Job Description

JOB INFORMATION

Job Code	CA71C
Job Description Title	Extension Agent III
Pay Grade	EO08
Range Minimum	$57,250
33rd %	$66,790
Range Midpoint	$71,560
67th %	$76,330
Range Maximum	$85,870
Exemption Status	Exempt
Approved Date:	1/30/2025 10:38:25 AM

JOB FAMILY AND FUNCTION

Job Family:	Extension Outreach
Job Function:	Extension Services

JOB SUMMARY

Under limited supervision, the Extension Agent provides leadership in developing, implementing, and evaluating 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, plans, organizes, and implements programs while creating experiential learning opportunities to enhance participants' knowledge, leadership skills, independence, and personal growth. Leads diverse programming and participates in cross-disciplinary initiatives to support meaningful change.
- Leads and analyzes needs assessments to identify and prioritize program needs. Creates recommendations for new programs using research-based resources and collaborates regularly to coordinate efforts and establish priorities.
- Manages program-specific data and collection methods , 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.
- Oversees budgets and manages fiscal resources according to ACES policies, ensuring responsible stewardship. Leads opportunities to identify, manage, and secure 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.
- Creates and identifies innovative ways to engage targeted underserved and underrepresented audiences. Ensures compliance with related civil rights and affirmative action policies.
- Identifies, selects, and establishes media contacts and actively uses various media outlets to promote and market programs in line with Auburn University and ACES branding guidelines.
- Establishes and 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

- Participates in professional development within the program area, Priority Program Team (PPT), Southeast Extension network, and professional organizations.
- May lead or evaluate the development of the Priority Program Team (PPT) plan-of-work and create individual plans with other Extension Agents. May conduct applied research, demonstration projects, or other initiatives to achieve desired programmatic outcomes.
- May lead the development and implementation of the county 4-H strategic plan, ensuring youth access to diverse programming and alignment with organizational goals. May collaborate with Extension staff, guide advisory groups, and support 4-H events at all levels.

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.		8 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.		6 years of	Experience implementing, managing, or delivering educational programs in a relevant discipline, including formal and/or informal teaching methods.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced 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
Excellent presentation and teaching skills.	And
Strong oral and written communication skills.	And
Knowledge of generation and management of revenue streams to support applied research, extension, or similar programming.	

MINIMUM LICENSES & CERTIFICATIONS

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