

Purdue Extension – Jennings County

POSITION: Extension Program Assistant
WORK SCHEDULE: Hours will vary throughout the year. Hours could vary from 15 to 40 depending on the needs of the Extension staff.

DATE WRITTEN: February 2019

STATUS: Part Time

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

DUTIES:

Assists Extension Educators with meeting program needs of youth and adults throughout Jennings County. Prepares for meetings and presentations.

Performs various office duties, including, marketing of programs, and typing and copying a variety of documents, such as correspondence, reports, meeting notices, forms, programs, budgets, scholarships and address labels.

Proofreads a variety of literature for educators.

Responds to requests for information, communicating with other Extension Office personnel, Purdue University and other resources as appropriate.

Performs various duties for annual County Fair, including moving office to/from fairgrounds.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma required; a college degree in an applicable area is desired.

Working knowledge of standard office procedures and basic computer skills and ability to apply such knowledge to a variety of interrelated processes, tasks and operations. Knowledge in Word, Excel, Publisher, Web based data entry and data management is required.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and written reports as required.

Working knowledge of and ability to use and interpret agricultural and horticultural terminology and language.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, including computer, keyboard, calculator, fax machine, copier, telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules.

Ability to effectively communicate orally and in writing with co-workers, and Extension Groups such as but not limited to: Extension Board, 4-H Council, 4-H Livestock Committee, Extension Homemakers, Master Gardeners, 4-H Members, Extension Volunteers, Purdue University, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to compile, collate and classify data, and present findings.

Ability to work independently and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to plan and layout assigned work projects.

Ability to occasionally work extended hours, evenings or weekends and occasionally travel out of town for meetings and/or State Fair setup (possibly), but usually not overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. PERSONAL WORK RELATIONSHIPS:

Extension Program Assistant maintain frequent contact with co-workers, Extension groups such as, but not limited to: Extension Board, 4-H Council, 4-H Livestock Committee, Extension Homemakers, Master Gardeners, 4-H Members, Extension Volunteers, Purdue University, and the public for the purpose of exchanging information.

Extension Program Assistant reports directly to the County Extension Director.

III. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Extension Program Assistant performs majority of duties in a standard office environment, involving sitting/walking at will, keyboarding, bending, reaching, crouching/kneeling, lifting/carrying supplies and equipment, hearing sounds/communication, speaking clearly and handling/grasping/fingering objects. Extension Program Assistant occasionally works extended hours, evenings or weekends and may travel out of town for meetings and/or State Fair setup (possibly), but usually not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Extension Program Assistant describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name