POSITION DESCRIPTION
Title: Extension Program Assistant

BASIC FUNCTION/RESPONSIBILITY

In concert with the Supervising Extension Educator and in alignment with the appropriate MSU Extension Institute, organizes, implements and assists in the evaluation of largely pre-designed program projects or program area of emphasis. The key responsibility is to instruct participants in either a group setting or as needed, in a one-on-one situation.

CHARACTERISTIC DUTIES/RESPONSIBILITIES:

- Organizes the implementation of a special program/project and/or program area of emphasis. Plans and carries out learning experiences for program clients, participants, and volunteers through home visits (in limited, specific circumstances as directed by the supervisor) and group meetings.
- May organize and implement additional program/project promotion, expansion and evaluation activities.
- Shares comments and input from program participants and community partners with administration staff.
- Assists with data gathering and evaluation analysis.
- Recruits and trains program clients/participants
- Recruits and can assist in the training of program volunteers.
- May attend various program committees and council meetings, as well as community planning activities to facilitate program implementation.
- Prepares and maintains program/project records and reports.
- Actively participates in training to attain appropriate knowledge and skill level in order to maintain and expand proficiency in subject-matter content and process skills.
- Understands and implements diversity and affirmative action principles and compliance standards.
- Other duties as may be assigned by the appropriate supervisor.

SUPERVISION RECEIVED FROM:

Supervising Extension Educator

QUALIFICATIONS:

Requirements include: high school diploma or GED; basic computer operation skills (e.g. Microsoft Word, Excel, PowerPoint, etc.); desire and ability to obtain knowledge in the program area of emphasis. Knowledge and prior experience in subject matter related to the program area of emphasis is preferred.

FAIR LABOR STANDARDS ACT DESIGNATION:

This is position is non-exempt as defined under the FLSA.

3/2012