POSITION DESCRIPTION

Title: Extension Program Associate

BASIC FUNCTION/RESPONSIBILITY

In concert with the Supervising Extension Educator and in alignment with the appropriate MSU Extension Institute, coordinates, plans, organizes and implements programs or largely pre-designed special programs/projects. Also assists with program/project reporting and evaluation analysis. May coordinate the efforts of other staff, but does not have supervisory authority.

CHARACTERISTIC DUTIES/RESPONSIBILITIES:

- Assists with the planning, development, organization, implementation and evaluation of a program/special project with a specified program emphasis area.
- Implements learning experiences for program clients/participants/volunteers through home visits (in limited, specific circumstances as directed by the supervisor), group meetings, workshops and/or mass media.
- Recruits and trains program clients/participants.
- Assists with the recruitment of and works directly with program volunteers.
- Assists with program/project promotion, expansion and evaluation activities.
- Attends committee/council meetings regarding program direction, implementation and evaluation.
- Assists with data gathering and evaluation analysis.
- Assists with implementing, interpreting and updating program standards and guidelines.
- May assist in the coordination of work activities for program volunteer leaders and/or program support staff.
- Prepares and maintains accurate, required 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; knowledge and at least one year of experience in subject matter related to the program area of emphasis; intermediate computer operation skills (e.g. Microsoft Word, Excel, etc.).

FAIR LABOR STANDARDS ACT DESIGNATION:

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

3/2012