

PROGRAM ASSISTANT POSITION DESCRIPTION
COUNTY OF DUBOIS, INDIANA

POSITION: Purdue Extension-Dubois County Program Assistant

DEPARTMENT: Purdue Extension – Dubois

DATE WRITTEN: May 2015

STATUS: Full 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Program Assistant for the Purdue Extension – Dubois County Office, responsible for assisting in planning/coordinating/implementing/evaluating educational programs and activities.

DUTIES:

Assist office staff and Extension Educators in coordinating extension programs, including identifying program needs, setting priorities, suggesting methods, and evaluating existing programs. Assist in planning and implementing programs and plan of work.

Responsible for marketing Extension programs including creating marketing flyers, posts to web site, social media sites, and writing media releases.

Support Educators with program evaluation including entering data for reporting purposes.

Assist with volunteer management, including volunteer screening and records maintenance.

Attend various organizational meetings, make presentations to members/leaders of organizations, and assist with coordinating various programs and events.

Answers telephone and greets office visitors, providing information, distribute reference education bulletins, directs/transfers calls to appropriate department or individual, and takes messages in the absence of office administrative staff.

Communicate with other Extension Office personnel and other resources as requested, using electronic mail and maintain an electronic calendar.

Assist with various duties for annual county 4-H fair, including planning and implementing activities, set-up and clean-up of facilities.

Attend office staff and other meetings as required.

Perform related duties as assigned by educators.

I. JOB REQUIREMENTS:

High school diploma or GED required, Bachelors' Degree preferred.

Must be at least 21 years of age.

Knowledge of Purdue Extension programming, including the Agriculture and Natural Resources, Community Development, Health & Human Sciences and 4-H Youth development preferred.

Able to properly operate various equipment, including: computer, fax, typewriter, calculator, folding machine, cameras, projection equipment, copy machines, duplicator, scanner, and other equipment as assigned.

Familiarity with standard computer software such as Microsoft Office programs is preferred. Must be willing to master new educational technology as it develops. Must be willing to promote Purdue Extension via social media and the internet.

Knowledge of Standard English grammar, spelling and punctuation. Ability to proofread materials, detect errors and apply such knowledge to a variety of interrelated processes, tasks, operations and public speaking engagements.

Ability to effectively communicate orally and in writing with co-workers, other county departments, program participants, non-profit organizations, Purdue University and the general public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to organize, supervise, and conduct educational programs.

Ability to organize and supervise group programs, and to plan and deliver effective public presentations and seminars.

Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work on several tasks at the same time, often under time pressure, and complete

assignments effectively amidst frequent distractions and interruptions.
Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.
Ability to comply with all Dubois County and Purdue University policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to maintain accurate and organized files/records and collect, compile, and compare data.

Ability to prepare and communicate detailed reports.

Ability to apply knowledge of people and locations and plan/layout assigned work projects. Ability to participate in in-service trainings.

Possession of valid Indiana driver's license and demonstrated good driving record. Must meet and maintain compliance with the Purdue University policy regarding the use of vehicles for University business.

Must comply with Dubois County Drug Testing policy.

II. DIFFICULTY OF WORK

Incumbent performs a majority of duties in a standard office environment, sometimes outdoors, which may involve sitting and walking at will, sitting for long periods, pushing/pulling/lifting/carrying objects weighing 10-20 pounds and occasionally up to 30-40 pounds, occasionally more, keyboarding, speaking clearly, bending at waist, driving, depth and color perception, hearing communication, close and far vision, and handling/grasping objects. Incumbent regularly uses vehicle to attend meetings and department-sponsored events. Incumbent occasionally works extended and/or evening hours, occasionally works weekend hours, and occasionally travels out of town for training

III. RESPONSIBILITY:

Incumbent applies standardized/accepted practices in presenting research based information and programs to individuals and groups. Incumbent receives general supervision, and discusses unusual or unprecedented situations with supervisor as needed. Incumbent's work is primarily reviewed for attainment of objectives and effect on Purdue Extension goals.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, program participants, non-profit organizations, Purdue University, and the general public for purposes of exchanging information and rendering service.

Incumbent reports directly to County Extension Director.

A Dubois County Application must be completed and submitted to the Purdue Extension-
Dubois County office located at 1482 Executive Blvd, Jasper, IN 47546. Dubois County
Applications available from: <http://www.duboiscountyin.org/>

APPLICATIONS MUST BE COMPLETED AND RETURNED BY JUNE 15, 2015.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Program Assistant for the Purdue Extension - Dubois
County Office, 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