

AgriLife Position Description

8307
EXTENSION ASSOCIATE
03/25/2010

SUMMARY

General Description: Administratively responsible to Extension Program Specialist or Extension Specialist. Supports program work of Extension Program Specialist or Extension Specialist.

DUTIES

Typical: Primary focus is program delivery. Duties are similar to Extension Assistant but requiring greater subject matter expertise and increased responsibility. Provides technical expertise in specific subject matter. Produces and delivers presentations with limited supervision.

SUPERVISION

Received: Specific guidance with respect to objectives of the program and periodic review of production results and clientele interactions.

Given: Initial explanation of work assignments and program objectives and periodic review of performance efforts and results.

EDUCATION

Required: Masters degree or equivalent combination of training and experience (Bachelor's degree plus four years relevant professional experience).

Preferred: Masters degree in specific field.

EXPERIENCE

Required: No experience required.

Preferred: Two years of relevant professional experience.

KNOWLEDGE, ABILITIES AND SKILLS

Required: Ability to effectively use personal computer. Ability to effectively communicate with faculty and staff.

LICENSES, CERTIFICATES OR REGISTRATION

Required: None.