

AgriLife Position Description

8308
EXTENSION ASSISTANT
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: Assists with program and outreach efforts. May produce and or deliver presentations under close supervision. Assists in the initiation of applied research studies, collection and processing data and report generation.

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: Bachelor's degree

Preferred: Bachelor's degree in specific field.

EXPERIENCE

Required: No experience required.

Preferred: One year 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.