

**PURDUE EXTENSION – TIPTON COUNTY
PART-TIME PROGRAM ASSISTANT
POSITION DESCRIPTION TIPTON, INDIANA**

Department:

Tipton County Cooperative Extension Services
1200 S. Main St. Tipton, In 46072

Hours/week:

20 hours/week; flexible, but more hours during the Tipton County 4-H Fair.

Description:

Purdue Extension – Tipton County is one of 92 Purdue Extension Offices around the state that delivers research-based community support as an outreach arm of Purdue University. This work occurs through many programs and activities in Agriculture & Natural Resources (ANR), 4-H Youth Development, and Health & Human Sciences (HHS). To learn more about Purdue Extension – Tipton County, please visit www.extension.purdue.edu/Tipton.

Essential Duties & Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned and/or required.

- Primarily, collaborate with ANR, 4-H, and HHS Extension Educators to help plan, coordinate, present and evaluate education programs and activities for youth and adults throughout Tipton County.
- Preparation and assembling of program materials, managing publications, program correspondence, 4-H handbook updates, letters, and similar tasks at Educators request.
- On a very limited basis, serve as a receptionist to answer telephone and greet office visitors in a courteous and professional manner, providing information, assistance, and/or direction. Direct clients to appropriate staff, take messages, and/or route to voicemail.
- Provides assistance with inventory of educational materials, office supplies and publications.
- Maintain and file information. Maintain all filing systems, and establish new ones as needed, according to Purdue and/or county guidelines.
- Obtain materials for and assist clientele with recommendations from Purdue University Extension Publications in the absence of Educators.
- Expected to attend office conferences.
- Become familiar and proficient with, and update and maintain, Purdue Extension – Tipton County Webpage, 4-H Online, Fair Entry, Salesforce, Purdue Master Gardener Manager, and any such databases subsequent thereto, and participate in training sessions that explain updates.

Qualifications:

- High School Diploma/GED required, college coursework preferred.
- Confident to speak in front of groups and occasionally present programs.
- Experience in providing support for teaching activities and experience organizing and working with youth, adults, volunteers and other groups preferred.
- Excellent written and oral communication skills.
- Comprehend a variety of reference books and manuals including, but not limited to, Purdue, Federal, and State Cooperative Extension Service manuals, computer and office equipment manuals, dictionaries, resource publications, 4-H manuals and handbooks, maps, State Fair rule books, etc.
- Comfortable in and enjoys interacting with a diverse audience.
- Knowledge of or experience with Purdue Extension programs.
- Comfortable in engaging with technical agriculture topics and a willingness to research and learn.
- Strong organizational and time management skills with attention to detail. Ability to accurately record and deliver information to meet deadlines, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Work effectively in an environment that combines independent action and teamwork with colleagues and external organizations.
- Capable of taking initiative, self-motivated, assuming responsibility and following through on commitments.
- Be able to lift and carry 25-50 pounds frequently and 60 pounds occasionally.
- Competently serve the public with diplomacy and respect, including encounters with hostile persons.
- Must be able to interface and work with Facebook, Twitter, and other media sources.
- Properly use standard office equipment, including computer, calculator, fax machine, postage meter, copier, telephone, and MS Office Suite programs.
- Ability to work through conflict situations with grace, stamina and level-headedness.
- Capable of working with sensitive and emotionally-charged issues and individuals.
- Occasionally, work hours outside the scheduled hours, but not limited to, evenings, adjusted schedules, weekends, or holidays as needed, especially during the Tipton County 4-H Fair.

Additional Information:

- Valid driver's license, reliable vehicle with required liability insurance to be utilized for travel within Tipton County, infrequent travel outside of the county.

Please submit the attached "Application for Employment" Document with a Cover Letter and Resume to:

Purdue Extension – Tipton County
1200 S. Main Street
Tipton, IN 46072
765-675-1177

Purdue University is an Equal Opportunity/Equal Access/ Affirmative Action Institution.

Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address	City	State	Zip
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Phone number	Email address
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Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If selected for employment are you willing to submit to a background check?

Yes No

Position

Position you are applying for	Available start date	Desired pay
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Employment desired

Full time

Part time

Seasonal/Temporary

Education

School name	Location	Years attended	Degree received	Major

References (business and professional only)

Name	Title	Company	Phone

Employment History

Employer (1)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (2)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (3)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (4)	Job Title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (5)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
Date	