

Job Description
Part-Time Office Assistant
University of Idaho, Owyhee County Extension Office
Closing date for applications: May 10, 2024

Position Title: Part-Time Owyhee County Extension Office Assistant

Location: Marsing, ID

Directly responsible to: Extension Educator, Surine Greenway

Duration of Role: Summer 2024 (June – August)

Position Responsibilities:

- To all UI faculty for work assignments.
- Work with the University of Idaho, Owyhee County Extension staff for summer programming efforts.
- Work with Extension Office staff and other cooperators to provide support for activities and assigned/planned projects throughout summer months.

Major Goals for the position:

- Increase educational contacts by reaching traditional and non-traditional audiences
- Apply new and creative programming methods and partnerships to reach goals.

Major duties:

Participates in the planning & conducting of programs and is responsible for the support and implementation of designated/assigned activities including (but not limited to) the following:

1. Recruit partners and audiences to carry out programs and activities.
2. Arrange, coordinate &/or conduct activities for groups or audiences
3. Use marketing skills i.e., social media, displays, news releases, personal contacts to promote programming opportunities.
4. Prepare reports, and assist in collecting and summarizing data
5. Participates in an improvement plan to maintain and enhance effectiveness and organization for office programming and events.
6. Willing and able to conduct programs in the evenings, on weekends, and travel to out-of-office sites.
7. Completes other duties as needed and assigned to reach goals.

Required Qualifications/skills:

- Ability to communicate effectively (written and oral) with adults and youth.
- Demonstrated ability to organize and work with people and lead groups in problem solving and decision-making.
- Ability to interpret and adapt education and research materials for use in programming at the county level.
- Computer competencies to effectively function in an office setting.
- Idaho drivers license and car available (mileage will be reimbursed at Owyhee County rate)

Required qualifications/skills

- Must be willing to be part of a team office environment.

Desirable qualifications/skills:

- High School diploma or completion of GED.
- Experience in youth organization leadership College level classes, other training in related field &/or Bachelor's Degree.
- Volunteer experience &/or familiarity with Extension.
- Experience teaching and working with groups.

Term/Time: Part time, 20 hrs per week.

- *Full time, 40 hours per week only weeks of: July 29th – August 2nd & August 6 – 10th

Salary/Benefits:

- \$20 per hour.

Support:

- Module training, staff overview training, on-the-job training and support, other training as deemed appropriate.
- Other - expenses pre-approved by county chair and directly related to the job and in keeping with University of Idaho and Owyhee County reimbursement policies.

Results expected:

- Number of contacts reached through short term and special interest activities.
- Diversity of audience (adult and youth) reached.
- New, creative and innovative implementation of educational activities.
- Adult-specific agricultural program offerings.
- Establishment of partnerships, collaborative groups and community cooperators.
- Support of general office function for multiple educational programs throughout summer 2024 schedule.