

OHIO STATE UNIVERSITY EXTENSION

OSU Extension Summer College Student Assistant - Ashtabula County

Ashtabula County, OSU Extension

39 Wall Street

Jefferson, Ohio 44047

440-576-9008

EMPLOYMENT PERIOD:

May to August, 2015 (dates negotiable).

JOB OVERVIEW:

OSU Extension in Ashtabula County is looking for a Summer College Student Assistant to assist with the 2015 summer 4-H Youth Development program. The purpose of this county based extension internship program is to provide an opportunity for a college student to gain workforce preparation skills to prepare them for success as they enter the first position of their professional careers. This summer position provides valuable pre-professional experience for educational and community based careers.

Applicants must have completed one year of college and have evidence of successful leadership experience in 4-H, school and/or community organizations. Candidates should be self-motivated, possess strong organizational skills and must be available to work a flexible schedule including occasional nights and weekends.

The Student Assistant will be provided with a variety of county-based Extension workforce experiences. Job responsibilities include but are not limited to: assisting the County Staff with Summer Youth Camps, Summer School Enrichment programs, and Junior Fair activities.

RESPONSIBILITIES:

- The Extension Summer Assistant work involves, but is not limited to:
- Assist County Staff with Summer Youth Camps (Cloverbud Fun Days and 4-H Resident camp).
- Assist County Staff with Summer School Enrichment programs.
- Assist County Staff develop and conduct marketing efforts.
- Assist County Staff with Ashtabula County Junior Fair activities.
- Assist Staff develop project area packets for the county winners who will be participating in the Ohio State Fair.
- Help prepare displays and materials for fair to promote youth programming efforts.
- Operate computer, copier, postage, and folding machines to prepare materials for mailings.
- Complete other assignments with the 4-H Educator, 4-H Program Assistant and County Extension Director relating to the OSU Extension program.

QUALIFICATIONS:

- Energetic and enthusiastic.
- Evidence of successful leadership experience in 4-H, school and/or community organizations.
- Completion of one year of college required.
- Self-motivated and self-directed.
- Ability to work with a variety of people from diverse backgrounds.
- Strong organizational skills.
- Excellent written and verbal communication skills.
- Strong critical thinking skills.
- Professionalism in communicating and working with clientele and office staff.
- Valid driver's license and proof of insurability.
- Must be available to work a flexible schedule including occasional nights and weekends.
- Basic computer proficiency in Microsoft programs.
- 4-H experience highly desirable.

SALARY:

With assistant being employed for a maximum of 15 weeks, total time spent in position will not exceed 500 hours. Proposed hourly wage is \$9.00-\$11.00 per hour depending on qualifications. Reimbursement for official job travel will be provided according to Extension travel policy. Pay will be on a bi-weekly basis.

APPLICATION PROCESS

Interested individuals should submit an employment application and submit a resume (complete with reference list) to the Ashtabula County Extension Office prior to April 15, 2015. Applicants are also encouraged to attach copies of materials that they have developed/planned/implemented that would demonstrate their qualification for this position. Upon review of applicant materials, interviews will be scheduled on an individual basis. Interviews will not necessarily be scheduled with all interested candidates. For additional information, you may call the Ashtabula County Extension office at (440) 576-9008.

EQUAL OPPORTUNITY:

The Ohio State University is an equal opportunity/affirmative action employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. TDD# -1-800-589-8292.

SUBMIT MATERIALS TO:

Ashtabula County Extension Office
Attn: OSU Extension Summer College Student Assistant
39 Wall Street
Jefferson, Ohio 44047

