



University System of Maryland Job Class Specification

TITLE: EXTENSION PROGRAM ASSISTANT
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: S-439199

JOB CODE: N08ESU
JOB TYPE: INST SPECIFIC UMCP
JOB FAMILY/SERIES: AGR

APPROVED BY: Chancellor's Designee:
Donald Tynes, Director of Human Resources

EFFECTIVE DATE: 8/5/1999

JOB SUMMARY

Under general supervision of County Extension Agent(s), performs a variety of technical duties to carry out the teaching, demonstration and other educational activities in agricultural sciences, home economics, 4-H and youth, and other programs such as field days, fairs, homemakers programs, 4-H achievement events, and camping activities. Program responsibilities vary depending on the assignment.

PRIMARY DUTIES

1. Provides leadership and expertise for an educational program in areas such as agriculture, home economics, and 4-H and youth.
2. Prepares educational literature, circular, promotional fliers, reports, and program documents.
3. Assists in promoting and marketing educational programs and soliciting program support.
4. Responds to oral and written requests for information.
5. Makes educational presentations and lead discussions at workshops, seminars and conferences.
6. Collects and analyzes data related to the area of specialization.
7. Recruits and trains volunteer program leaders.
8. Participates in evaluation of the program.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

N08ESU - INST SPECIFIC UMCP - EXTENSION PROGRAM ASSISTANT

Page 2

EDUCATION: Graduation from High School (or GED)

EXPERIENCE: Five years experience performing a variety of duties in support of the teaching, demonstration, and advising work of Extension agents or in community outreach, health care, research, or social services programs.

OTHER: Valid Maryland Non-commercial Class C or equivalent driver's license.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge in the assigned area of specialization such as food and nutrition, housing, horticulture, soil nutrient management or youth programs. Skill to plan and carry out details of projects with general instruction. Skill to make arithmetic calculations, analyze data and draw conclusions. Ability to communicate effectively, both orally and in writing. Skill to establish and maintain successful working relationships. Ability to lift and transport supplies and equipment. Ability to operate manual and automated office equipment and personal computers.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Employees in this job class are required to use their personal automobile while conducting official business.