

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4510

RESEARCH/EXTENSION PROGRAM ASSISTANT

Abolished Effective February 10, 2006

DEFINITION

Serve as a field program assistant to plan and conduct programs, meetings, seminars, and other activities associated with a cooperative extension or research program.

DISTINGUISHING CHARACTERISTICS

Positions within this class are responsible for providing program leadership and/or performing research in meal planning, food buying, family budgeting, sanitation procedures, food preservation, clothing construction, family communications, consumer education, 4-H youth and community development. Work involves the recruiting, training, and organizing of clientele for educational program opportunities and conducting research activities such as weed, insect, or plant identification, field plot management, and soil test interpretations.

TYPICAL WORK

Organize, promote, coordinate, and conduct specific programs with adults or youth, including letter writing, telephoning, public speaking, training, counseling, and public relations work;

Teach technical subject matter in home economics, agriculture, community development, or youth;

Review and evaluate effectiveness of teaching methods and work activities;

Recruit and train volunteers to plan and guide local programs;

Assist county or state workers in developing program;

Answer inquiries and provide information relative to completion of forms, meetings, available extension materials, recordkeeping, and reports;

Conduct literature searches and assist in determining most suitable methods to be used in research;

Prepare progress reports concerning research activities; assemble, organize, and interpret data; perform photography in conjunction with experiments, prepare data for computer input; interpret computer output; assist in writing reports;

May direct work of Extension Aides or other supportive personnel;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in education, home economics, agriculture, sociology, or other social science work experience of a technical or supervisory nature may be substituted for education requirements on a year-for-year basis.

Examination Requirements:

The examination (including written, E & T, and oral components) will consist of a scored evaluation of the applicant's training in education, home economics, agriculture, sociology or other social science, experience in any of these areas, knowledge of educational techniques related to the area of assignment and ability to related to people in the work situation.

New Class: 1-3-73

Revise Title & Class: 7-19-74