

## *Sisseton Wahpeton College*

### *Cooperative Extension Program*

<b>TITLE:</b>	Extension Outreach Assistant
<b>REPORTS TO:</b>	Extension Outreach Coordinator
<b>SALARY:</b>	D.O.E.
<b>TOUR OF DUTY:</b>	Generally 8:00 a.m. to 4:30 p.m., M-F, but may require some evenings and/or weekends for special events and meetings.
<b>SUPERVISES:</b>	None

#### **Summary**

Provides assistance to the Extension Outreach Coordinator through education classes, workshops, and seminars.

#### **Responsibilities/Duties**

1. Assists in organizing events of the Cooperative Extension Program projects.
2. Will work extensively in collaboration with County Extension Educators, local tribal programs, tribal schools, and community members.
3. Will assist to maintain project records and prepare evaluations, curriculum, and statistical information of the program.
4. Assist in conducting education classes, workshops, and seminars.
5. Will function as part of the Sisseton Wahpeton College and conduct duties in accordance with the mission, philosophy, vision, goals, and objective of the college.
6. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
7. Participates on College committees and in faculty/staff meetings.
8. May be required to assist with events.
9. Performs other duties as assigned.

#### **Education**

- AA degree in Agriculture or related field preferred

#### **Minimum Qualifications**

- Proficient with office software: Microsoft Word, Excel, Publisher, etc.
- Proficient with office machinery and equipment.
- Planning, organizational, and time management skills.
- Ability to work outdoors, lift heavy objects, and work with youth.

#### **Other**

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest and unethical behavior.
- Ability to work with minimal supervision. Demonstrates responsible behavior and attention to detail.