

**CORNELL COOPERATIVE EXTENSION
STAFF POSITION DESCRIPTION NON-EDUCATOR**

Date: 10/12/2009

The job title classification will be determined in accordance with the [Position Classification Process](#). *Please refer to prior to completing this document.*

Current Incumbent, if any: _____ Position #: _____
Classification Job Title: Program Educator I
Working Title (if different): Program Assistant Exempt: Nonexempt:
County Association: Onondaga
Immediate Supervisor's Name and Classification Job Title: Lindsey Gerstenslager, Program Coordinator

POSITION SUMMARY and PREFERRED QUALIFICATIONS are combined for any associated posting.

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities.

This position is a one-year appointment. This position is a member of the education team that will conduct the "Different Shade of Green" workforce development program for military veterans. This position will support the team by organizing the documentation necessary for program reporting; promoting the program via the press, website, and promotional brochures; assisting with program field trips; aiding in the program preparation and delivery as requested by educators in conjunction with the Program Coordinator; tracking progress of program participants; assisting with a Worker Readiness Career Day and other duties as assigned.

REQUIRED QUALIFICATIONS: Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

Associate's Degree and 1 year volunteer or related work experience; or High School Diploma and 2 years volunteer or related work experience. Demonstrated expertise in Microsoft office, database creation and management, and other relevant technologies. Driver's license and own vehicle required.

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field and/or certifications.

Good organizational, oral, written, and electronic communication skills. Skillful in photography. Expertise in website design and maintenance. Prefer candidates with prior teaching and/or cooperative extension-related work experience.

Priority of service will be given to veterans and their eligible spouses (DOL Federal Register, 20 CFR, Part 1010).

CORNELL COOPERATIVE EXTENSION

Staff Skills for Success

(THE FOLLOWING SKILLS ARE ESSENTIAL FOR INDIVIDUAL AND ORGANIZATIONAL SUCCESS)

SKILLS

EXAMPLES OF DEMONSTRATED BEHAVIOR

Inclusiveness

- Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation
- Promotes cooperation and a welcoming environment for all
- Works to understand the perspectives brought by all individuals
- Pursues knowledge of diversity and inclusiveness

Adaptability

- Is flexible, open and receptive to new ideas and approaches
- Adapts to changing priorities, situations and demands
- Handles multiple tasks and priorities
- Modifies one's preferred way of doing things

Self Development

- Enhances personal knowledge, skills, and abilities
- Anticipates and adapts to technological advances as needed
- Seeks opportunities for continuous learning
- Seeks and acts upon performance feedback

Communication

- **DEMONSTRATES THE ABILITY TO EXPRESS THOUGHTS CLEARLY, BOTH ORALLY AND IN WRITING**
- Demonstrates effective listening skills
- Shares knowledge and information
- Asks questions and offers input for positive results

Teamwork

- Builds working relationships to solve problems and achieve common goals
- Demonstrates sensitivity to the needs of others
- Offers assistance, support, and feedback to others
- Works effectively and cooperatively with others

Service-Minded

- Is approachable/accessible to others
- Reaches out to be helpful in a timely and responsive manner
- Strives to satisfy one's external and/or internal customers
- Is diplomatic, courteous, and welcoming

Stewardship

- Demonstrates accountability in all work responsibilities
- Exercises sound and ethical judgment when acting on behalf of the university
- Exercises appropriate confidentiality in all aspects of work
- Shows commitment to work and to consequences of own actions

Motivation

- Shows initiative, anticipates needs and takes actions
- Demonstrates innovation, creativity and informed risk-taking
- Engages in problem-solving; suggests ways to improve performance and be more efficient
- Strives to achieve individual, unit, and university goals

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. Estimate % will vary with needs and changing priorities.

	Approximate % of time, Annualized
Assist program educators with lesson preparation, program organization, delivery and other duties as assigned.	20
Organize field trips that support job placement, workforce development or continuing education opportunities for program participants.	20
Develop promotional brochures and press releases to be distributed to Central New York media outlets and Internet that capture the program through a photo essay. Coordinate Green Worker Readiness Career Day.	20
Track inquiries related to program. Collaborate with CNY Works and NYS Department of Labor to raise awareness of existing employment opportunities in Farm and Green sectors.	15
Develop project database that tracks program participants' progress for program reporting.	15
Ability to work with a project team to meet diverse needs of military veterans enrolled in the "Different Shade of Green" program.	5
Attend staff trainings and learning opportunities that enhance delivery of program to targeted audience.	5

TOTAL 100%

ADDITIONAL COMMENTS: USE EXTRA PAGES IF NECESSARY.

FOR EACH FACTOR BELOW, CHECK THE PHRASE THAT BEST FITS THE CHARACTERISTICS OF THIS POSITION
Please double-click the appropriate box and then choose the option "Checked".

MINIMUM EDUCATION EQUIVALENCY:

- High School Diploma
- Training 6 months to 1 year, technical trade-no degree
- Associate's Degree
- Bachelor's Degree
- Training beyond Bachelor's, less than Master's Degree
- Master's Degree
- PhD/EdD/JD/ or LLB

MINIMUM JOB-RELATED EXPERIENCE:

- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- 4 to 5 years
- 5 to 7 years
- 7 but less than 10 years
- More than 10 years

ACCOUNTABILITY THROUGH SCOPE OF IMPACT:

- Limited; immediate work group/association
- Moderate; beyond the association
- Substantial; beyond association
- Significant; beyond State CCE System/Association

INTERACTION WITHIN ASSOCIATION:

- Receive/provide information
- Assist others; provide/obtain cooperation
- Provide guidance/coordinate activities/contribute to work groups
- Coordinate major activities/sensitive situations
- High level interaction; considerable diversity, highly sensitive and/or confidential

INTERACTION WITH VOLUNTEERS:

- None to limited
- Occasional; provide information
- Frequent; provide advice on complex issues or provide instruction on more complex equipment

INTERACTION OUTSIDE ASSOCIATION:

- Limited
- Conduct straightforward business; provide information
- Conduct complex business; provide/receive/analyze/develop guidance and advice
- Develop/make presentations and negotiate

DIRECTING OTHERS:

- No responsibility for others
- Occasional guidance to co-workers
- Supervises others who perform similar work
- Manages, assigns and reviews work of others
- Manages supervisors
- Broadly directs managers

ESSENTIAL PHYSICAL REQUIREMENTS*

- Typically lifts less than 10 lbs
- Typically lifts 10 to 20 lbs
- Typically lifts 20 to 50 lbs
- Typically lifts more than 50 lbs

VISUAL

- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

HAZARDS

- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

COMPLEXITY OF WORK / DECISION-MAKING:

- Predominantly follows established procedures, practice, policy; makes routine decisions within prescribed limits
- Occasionally adapts procedures to resolve unusual cases; make some decisions requiring consideration of criteria
- Frequently adapts procedures to resolve questionable cases; often makes decisions requiring consideration of criteria
- Occasionally develops practice, suggests policy changes to resolve difficult cases
- Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and address emerging organizational change
- Regularly develops policy to address organizational change; regularly makes policy-setting decisions

SCOPE OF DECISION-MAKING ACTIVITY:

- Functional area within association or minimal staff/employee effect
- Multiple functional areas with limited student/employee effect
- Entire association or moderate staff/employee effect
- Several associations or significant staff/employee effect

DIRECTION RECEIVED:

- Detailed instructions or guided by standard policy/procedure
- General Supervision
- Very general direction
- Little guidance; considerable latitude for exercising judgment and self-direction

SUPPORT SKILLS-WRITING

- Limited writing required
- Usually issues standard responses
- Frequently writes non-standard responses
- Frequently writes extensive, non-standard responses based on specialized knowledge, interpretation of data and/or research

SUPPORT SKILLS-COMPUTER

- Limited use of computers; uses basic communication and time-collection tools
- Uses basic business/technical programs/applications to perform responsibilities
- Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis
- Uses a wide-variety of advanced and complex business/technical programs/applications to manage data, systems, and information technology infrastructure; applies programming skills
- Applies advanced programming skills for wide-variety of advanced and complex business/technical programs/applications to refine/develop systems, information technology, and data infrastructures.

WORKING CONDITIONS

* Check applicable level after considering reasonable accommodations.

Revised 2/07