**PURDUE COOPERATIVE EXTENSION SERVICE**

**JASPER COUNTY**

**POSITION ANNOUNCEMENT**

**JOB TITLE:** EXTENSION SUMMER ASSISTANT

**LOCATION:** Purdue Extension - Jasper County

2530 N McKinley Ave, STE 1

 Rensselaer, IN 47978

**TERM OF EMPLOYMENT:** Early June – Early August

**WAGE RATE:** $12.50/hour

**OFFICE HOURS:** 8 a.m. – 4 p.m.

 **Average 20-hour weeks**

Weekly schedule will be flexible based on assigned tasks. Some nights and weekends required.

**QUALIFICATIONS:** Strong computer and communication skills required.

Good knowledge of 4-H preferred.

Person needs an ability and enthusiasm for working with people, flexibility in adapting to changing situations quickly, and the ability to plan, coordinate and carry out activities.

Must have access to reliable transportation.

Must have high school diploma or GED/HSE equivalent.

**DEADLINE TO APPLY:** March 29, 2024

 **All applications need to be dropped off at the Purdue Extension Office.** (2530 N McKinley Ave, STE 1, Rensselaer, IN 47978

**CONTACT:** Purdue Extension- Jasper County Office, 219-866-5741

 Peyton Newman (newman84@purdue.edu )

**JOB DESCRIPTION AND**

**RESPONSIBILITIES:** Handle 4-H clerical work as needed, i.e. assisting with mailings, making phone

 calls, data entry.

 Learn 4-HOnline & FairEntry databases.

 Help with project check-in, judging, & display for the Jasper County 4-H Fair.

 Assist in managing the Junior Leader Stand

 Mini 4-H Day Camp and 4-H Camp

 Promote Extension activities & 4-H Fair events via multi-media productions &

 social media.

 Other responsibilities as needed.