

**POSITION ANNOUNCEMENT**  
West Virginia University Extension Service

**Position Title:** Graduate Assistant  
Families & Health Programs

**Location:** WVU Extension Service Knapp Hall  
Morgantown, West Virginia

**Scheduled Hours:** 20 hours per week

**Last Day to Apply:** April 20, 2012 or until Position is Filled

**Period of Position:** August 20, 2012 — May 15, 2013

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**Major Responsibilities:** to provide programmatic support in the areas of nutrition, health, family life, food safety, and financial management for various Extension programs

**Duties:**

- Work with Extension specialists and other team members to plan and carry out programmatic tasks
- Assist in creating research-based curriculum materials (e.g., handouts, PowerPoint presentations, exhibits, etc.) for programs and trainings
- Conduct reviews of library databases to identify research literature related to Extension program needs
- Develop program evaluation databases and assist in analyzing and reporting results

**Qualifications:**

- Oral and written communication skills
- Statistical database management and data analysis (e.g., SPSS) skills
- Independent problem-solving skills
- Word processing skills
- Ability to work with diverse individuals, groups, and teams
- Ability to travel independently

**Educational requirement:** Applicant must be accepted in a master's program in relevant areas of study, including but not limited to:

- Sociology
- Public Administration
- Social Work
- Psychology
- Education
- Community Health
- Human Nutrition
- Business
- or other relevant discipline.

**Freedom of Action:**

Extensive communication between supervisor and this position ensures the Graduate Assistant of the appropriate balance of support and independence. If any problems arise, the Graduate Assistant asks their supervisor's authority to handle such difficult situations. The guidance and review given by the supervisor to this person is limited since it is expected that the graduate assistant assumes leadership and responsibility for designated project tasks.

**How to Apply:**

If you meet the stated requirements and would like to be considered for the position, submit all of the following information by the closing date of April 20, 2012:

- Cover letter
- Resume
- Letter of acceptance in a graduate program
- Three reference (including address, e-mail, phone and fax numbers)
- All application material must be in electronic submissions in Word format. Send to [EHRRecruitment@mail.wvu.edu](mailto:EHRRecruitment@mail.wvu.edu).

For inquiries, call:

Extension Human Resources at 304-293-4555.

**Questions about the position:**

Call Judy Cowell at 304-293-2697.

**Note:**

It is the policy of WVU that a graduate student may hold no more than one graduate assistantship at a time. Thus, if you are a candidate for another WVU assistantship, you will be permitted to hold only one. It is also understood you will be enrolled for at least 9 (nine) hours of graduate study for each semester of this appointment.

**Social Justice:**

The incumbent in this position is responsible for fulfilling the legal and moral mandates of appropriate laws and University policies regarding civil rights compliance, the Americans with Disabilities Act, and related social justice issues.

**Equal Employment Opportunity:**

West Virginia University is an Equal Opportunity Employer and applicants will be considered solely on the basis of individual qualifications and merit without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and material or family status. Minorities, persons with disabilities, females and other protected class members are encouraged to apply.

Consistent with the Americans with Disabilities Act applicants needing reasonable accommodations during the employment process should advise as necessary.