

**POSITION ANNOUNCEMENT**  
West Virginia University Extension Service

**Position Title:** Graduate Assistant  
4-H Youth Development  
Extension Camp Instructor Program

**Assignment Location:** Morgantown, West Virginia

**Scheduled Hours:** 20 Hours per week

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

**Closing Date:** May 15, 2012

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**Major Responsibilities:** This position will provide support to help develop and implement West Virginia county and statewide 4-H camping programs and other educational efforts.

**Duties:**

- Assist with the recruitment, interviewing and hiring of college-age individuals to work as Extension Camp Instructors in county and statewide camping programs and other educational events;
- Serve as a point of communication between the State 4-HYD Office and individuals employed as Extension Camp Instructors;
- Collect necessary information/requests from county and state level Extension personnel for scheduled county camp programs and educational events;
- Maintain master camp/event schedule;
- Assist with preparations for program training;
- Coordinate data collection for ongoing program evaluation;
- Coordinate, verify, and prepare necessary paperwork to ensure Camp Instructors receive the appropriate salary for each event worked
- Conduct special projects on an "as needed" basis;
- Travel to attend program trainings and occasional site visits to camps.

**Qualifications:**

- Camping experience highly desired;
- Ability to understand and interpret West Virginia 4-H Camping program guidelines and procedures;
- Effective problem-solving skills;
- Effective conflict management skills;
- Effective oral and written communication skills;
- Basic computer skills, working with Microsoft Office applications and web-browsing software;
- Ability to effectively work with individuals and groups;
- Ability to maintain confidentiality in personnel and hiring practices;
- Ability to work and travel independently;

## **Educational Requirement:**

Applicant must be accepted in a master's program and actively enrolled full time in the area of:

- Counseling
- Education
- Social Work
- Public Administration
- Physical Education
- Human Psychology
- Agricultural Education
- Family and Consumer Sciences or;
- Child Development

## **How to Apply:**

If you meet the stated requirements and would like to be considered for the position, submit all of the following information:

- Cover letter
- Resume
- Letter of acceptance in a graduate program
- Three references (including address, e-mail, phone and fax numbers).

All application materials must be in electronic submissions in Word format by the closing date of **May 15, 2012**. Send to: [EHRRecruitment@mail.wvu.edu](mailto:EHRRecruitment@mail.wvu.edu)

## **For inquiries, call:**

Extension Human Resources at 304-293-4555.

## **Freedom of Action:**

Extensive communication will be held between supervisor and this position in order that the Graduate Assistant can obtain the support of the other in terms of decision-making. If any problems arise, it is then that the Graduate Assistant inquires for their supervisor's authority to handle such difficult situations. The type of guidance and review given by the supervisor to this person is limited since the purpose of the Graduate Assistant is to assume full responsibility for the implementation of the program. However, the files of correspondence are to be kept fully open to the supervisor at all times as inspection is needed.

## **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.