

**POSITION ANNOUNCEMENT**  
West Virginia University Extension Service

**Position Title:** Graduate Assistant  
4-H Youth Development  
Administrative Unit

**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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**Brief Description:**

The primary purpose of this position is to work with 4-H Youth Development in the areas of program development, management, and support.

**Major Responsibilities:**

- Report to the Program Director of 4-H Youth Development;
- Work with county Extension agents, specialists, and Extension teams on program development and management support;
- Document programs and processes and generate required reports;
- Work on research related projects that may include literature reviews, grant preparation, web searches, etc.;
- Design and develop educational programs that support mission mandates;
- Conduct special projects on an "as needed" basis;
- Occasional travel to attend program trainings and educational events and camps.

**Qualifications:**

- Strong skills in educational program development, particularly in the current priority area of science, engineering and technology (SET);
- Problem-solving skills;
- Oral and written communication skills;
- Research and data processing skills;
- Ability to work with individuals and groups;
- Ability to work independently;
- Teaching experience would be helpful.

**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;
- 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 **May 15, 2012 closing date**. 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.