REPOSTING

POSITION ANNOUNCEMENT

West Virginia University Extension Service

Position Title:	Graduate Assistant 4-H Program Unit, Energy Express
Assignment Location:	Morgantown, West Virginia
Scheduled Hours:	20 Hours per week
Period of Position:	June 16, 2012 – August 15, 2013
Closing Date:	May 31, 2012

Major Responsibilities: This position will support the statewide recruitment and selection of AmeriCorps members for Energy Express.

Duties:

- develop strategies for recruitment of AmeriCorps members;
- develop recruitment presentations targeting college students;
- develop strategies, materials, presentations to target AmeriCorps members age 55+
- develop recruitment contacts and database;
- make recruiting visits to regional colleges/universities;
- develop press releases to recruit potential AmeriCorps members;
- assist with the management of Energy Express AmeriCorps personnel records system according to AmeriCorps requirements;
- conduct special projects on an "as needed" basis;
- travel to make presentations about the program.

Qualifications:

- Energy Express AmeriCorps experience preferred;
- ability to understand and interpret AmeriCorps provisions related to recruitment, selection, and personnel file maintenance;
- problem-solving skills;
- oral and written communication skills;
- basic computer skills;
- ability to work with individuals and groups;
- ability to work independently.

Educational Requirement:

Must be enrolled in master's degree program in counseling, education, child development, social work, public administration, journalism, communication, or public relations.

Application Process:

If you meet the stated requirements and would like to be considered for the position, all of the following information must be received by the **May 31, 2012 closing date:** cover letter, resume, letter of acceptance in a graduate program, and three references (including address, e-mail, phone, and fax numbers). All application material must be in electronic submissions in Word format. Email to EHRRecruitment@mail.wvu.edu. For inquiries, call:

West Virginia University Extension Service
P.O. Box 6031, Morgantown, WV 26506-6031
Phone 304/293-4555; Fax 304/293-4565

Note: It is the policy of WVU that a graduate student may hold no more than one graduate assistantship at a time. It is also understood that the graduate student 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.

Freedom of Action:

Extensive communication will be held between supervisor and this position in order that the Graduate Assistant can obtain support 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.

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 and without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital 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.

Visit our Web site at http://ext.wvu.edu/ for additional information about West Virginia University and the WVU Extension Service.