GRADUATE ASSISTANT POSITION ANNOUNCEMENT

West Virginia University Extension Service

Position Title: Graduate Assistant

4-H Program Unit, Energy Express

Location: WVU Extension Service

Knapp Hall

Morgantown, WV

Scheduled Hours: 20 hours per week

Last Day to Apply: July 12, 2013

Period of Position: August 19, 2013 - May 15, 2014

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

Duties:

• The applicant must be self-motivated; detail orientated, and be able to work with little direct supervision

- Maintain confidentiality in all operations and interactions
- 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

Oualifications:

- 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.

Stipend:

\$12,400.00 for 9 months (Fall term 2013 and Spring term 2014) plus tuition waiver and basic health insurance. Position begins August 19, 2013 and, assuming positive performance, is expected to continue through the 2014 - 2015 academic year. There is potential for subsequent renewal contingent upon continuing funding, need, eligibility, and excellent performance.

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 July 12, 2013:

- Cover letter
- Resume
- Names of three references (including address, e-mail, phone and fax numbers)
- Letter of acceptance in a graduate program
- All application material must be in electronic submissions in Word or PDF format. Send to EHRRecruitment@mail.wvu.edu.

For inquiries, call:

Extension Human Resources at 304-293-4555

Questions about the position:

Call Matthew Beatty at 304-293-3855

Policy & Expectations:

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.

- Maintain a minimum of 20 in-office hours per week. Office hours should be completed anytime between 8:15 am - 5 pm Monday through Friday for 9 months a year
- Maintain a fulltime student status and a 3.0 GPA

Holiday Breaks: http://benefits.hr.wvu.edu/emnlovee holiday schedule

Off: University holidays Off: Thanksgiving Week

Work one week after finals week

Return one week before the spring semester

Off: Spring Break Week

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.