4-H Embryology Assistant

Context of the Job:
Cooperative Extension is an informal, educational, nationwide network that combines the expertise and resources of federal, state, and local governments to improve people’s lives. For a century, University of Delaware Cooperative Extension has made a difference in the First State by providing quality educational programming to individuals and communities, based on university research and aimed at meeting the expressed needs of our constituents. The outreach arm of USDA and the American land-grant university system, Cooperative Extension takes the University to the people with programming that includes food safety; nutrition, diet, and health; water quality; 4-H and youth development; sustainable agriculture; home gardening; family development and resource management; leadership and volunteer development; and personal safety-on the road, in the home, and on the farm, and much more.

Major Responsibilities:
- Assist with logistics of scheduled 4-H Embryology programs. Tasks may include scheduling of school drop off and pick up times and summary of evaluation data etc.
- Assist with the development of promotional materials, flyers and other documents.
- Assist with packing and cleaning of equipment.
- Assist with drop off on Mondays and pick up on Fridays.

Qualifications:
- High School Diploma or Associate’s Degree, youth development or animal science background strongly preferred.
- Valid driver’s license
- Familiarity of Cooperative Extension and 4-H programs
- Comfortable with talking, interacting and demonstrating information to children.
- Experience with Microsoft Office
- Excellent organizational, management and human relations skills
- Excellent written communication and public speaking skills
- Demonstrate the ability to effectively motivate and work with individual/group basis with a variety of audiences and educational levels

Special Requirements: This part-time position is 20 hours per week, and may require flexible scheduling. This position is from mid-February – May. This position does not offer benefits. Capability to lift 50lbs. Valid driver’s license and reliable means of transportation required. Employment is contingent upon passing a comprehensive background investigation including fingerprints/criminal history, which indicates that the individual is suitable for employment in compliance with applicable federal and/or state regulations.

Contact: Please e-mail your cover letter, resume, and two references to Serena Conner, serenac@udel.edu by Friday, November 29, 2019. Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html