**ASSISTANT UNIVERSITY EXTENSION EDUCATOR JOB DESCRIPTION**

1. Name:
2. Program Focus Area:
3. Home Base:

Extension Area (Counties Served):

1. Approximate time distribution

|  |  |
| --- | --- |
|  | % of Time |
| Area or State Responsibility |  |
| 4-H and Youth Development |  |
| Other |  |
| County Coordinator Duties |  |
| Total Time Allocation |  |

1. Scope of Responsibilities
	* 1. Assess clientele needs through a variety of methods.
		2. Plan, develop, implement, evaluate for impact multi-disciplinary inter-disciplinary educational programs in areas of assignment.
		3. Create/design curricula.
		4. Effectively teach using a variety of methods and learning styles.
		5. Seek and utilize funding sources.
		6. Design and conduct applied research utilizing results in educational programs.
		7. Market educational efforts through a variety of oral and written methods.
		8. Build relationships through effective partnerships, coalitions, and collaborations.
		9. Demonstrate teamwork and professionalism.
		10. Participate in professional development to maintain appropriate level of knowledge and skills.
		11. Appreciate diversity and comply with civil rights issues.
		12. Effectively prepare written material.
		13. Effectively represent the University to all clientele.
		14. Responsibly carry out the development and management of programs within scope of assignment.
		15. Provide support to overall programming in home-based county, department, or unit.
		16. Actively participate in Extension Initiative team work to ensure success at all appropriate levels.
		17. County Coordinator (if assigned)
2. Serve as a UW Extension contact with the county government.
3. Administer the budget and other resources of the county Extension program.
4. Supervise the county employees assigned to the county Extension program.
5. Coordinate all county UWE programs.
6. Oversee the county 4-H and youth program.
7. Serve as the lead educator for county program interactions with other groups.

VI. Qualifications for this rank are found in the position announcement.

VII.Functions required for promotion to an Associate UEE are found in UNIREG 408, Revision 2, March 11, 2005.

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Educator Signature Supervisor Signature