

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Extension Program Assistant II

Class Code: 8352

Pay Grade: 506

GENERAL CLASS DESCRIPTION:

Under general supervision, position assists in conducting extension education programs. Adapts lessons and materials; organizes special program groups; and assists with planning, directing and coordinating educational programs to specifically identified audiences.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Prepares, presents, and adapts lessons and other educational materials to address specific issues of individuals or small groups.
2. Meets with organized groups such as service clubs, senior citizens, and community clubs to present informational programs.
3. Organizes special groups, activities, and events such as a segment of an educational program for specifically identified audiences.
4. Develops materials and activities for use in conducting extension education programs.
5. Recruits individual group members and leaders for extension education programs.
6. May assist professional staff members in the training of newly employed assistants, volunteer leaders, and leadership committees.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

Class Title: Extension Program Assistant II

Class Code: 8352

Pay Grade: 506

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of community resources.
2. Knowledge of issues and facts relating to the educational program.
3. Knowledge of basic arithmetic skills, i.e., addition, subtraction, multiplication, division, percentages, fractional numbers, decimals, etc.
4. Knowledge of human development.
5. Skill in adapting program materials to address special needs of the audience.
6. Ability to read, understand and execute oral and written instructions.
7. Ability to keep accurate records.
8. Ability to communicate with a variety of people.
9. Ability to transport educational materials necessary for the job to the seminar site.
10. Ability to assist with the training of others.
11. Ability to use time management skills.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. One year of experience as an Extension Program Assistant I or equivalent work experience, or
2. Any combination of experience and education from which comparable knowledge and ability can be acquired which totals one year.
3. Requires ability to travel to various locations in order to conduct extension education programs.

REVISION EFFECTIVE:

May 1, 2001