

Program Assistant Position (Temporary Public Service Technician)
UConn Extension- Hartford County

The Department of Extension at the University of Connecticut is seeking one part-time program assistant to teach 4-H afterschool educational programs in the urban areas of Hartford County. This position is funded by the Advancing 4-H Careers in Food and Agriculture via Biotechnology and STEM (FANE) grant program. The program is funded through the National Institute of Food and Agriculture (NIFA)/ United States Department of Agriculture (USDA) and provides research based, quality 4-H educational programming in afterschool programs to youth in grades 9-12.

The successful candidate will work under the direction of the FANE Grant Team. Activities will occur at various community sites in the greater Hartford area and various field trip locations to New England industry locations. In addition to providing instruction, the successful applicant will complete planning, record keeping, and program related tasks at the Hartford County Extension Center in Farmington. Most hours will be in the afternoon between approximately 1-5:30 pm with some weekends; 15 hours per week.

Anticipated start date of this position is Spring 2022. Teaching will begin in July 2022. The appointment term is six months with the possibility of continuation dependent upon program needs. Compensation will be \$20 per hour for 15 hours per week.

The Candidate must have their own reliable transportation and must be available to meet regularly with supervisors. This position will report to the Associate Extension Educator. Background check will be required.

Qualifications

Required

- Associates degree or equivalent educational experience
- Demonstrated experience of one or more years teaching youth in an informal or formal setting
- Familiarity with STEM or related concepts.
- Punctual and reliable
- Demonstrated organizational, time management, and communication skills
- Previous experience computer skills, especially Microsoft Office
- Demonstrated experience managing groups of youth
- Previous experience implementing educational programming

Preferred

- Experience in working with diverse and at-risk populations
- Experience using iPads or similar educational technology for instruction
- Interest in working with teen age youth
- Familiarity with 4-H programming

Duties and responsibilities include the following:

1. Teach a provided curriculum on STEM and Biotechnology to youth in grades 9-12
2. Engage 4-H participants in game development related to STEM and Biotechnology related content
3. Support teen 4-H members in the development of outreach materials that communicate to their peers and adults how agr- biotechnology benefits producers, consumers and the environment
4. Collect data through pre-and post-tests and compile results
5. Organize and maintain all materials for each session
6. Sign out and return (sign in) all equipment in good working order
7. Assist with outreach or promotional activities
8. Confer weekly with supervisor(s) regarding program delivery and activities
9. Ability to work independently with minimal supervision to implement programing.
10. Attend required trainings, including CPR/First Aid and curriculum content
11. Maintain agreed upon hours which may include nights and weekends.
12. Ability to follow instructions to meet program goals
13. Ability to accept constructive criticism and work as a team to meet program goals
14. Perform related duties as required

Please send a letter of interest, resume and three letters of reference to Jennifer Cushman at the Hartford County Cooperative Extension Center (jennifer.cushman@uconn.edu) .

All employees are subject to adherence to the State Code of Ethics which can be found at <http://www.ct.gov/ethics/default.asp>.

The College of Agriculture, Health and Natural Resources has developed and implemented a Strategic Vision to guide the development and focus of our teaching, research, and Extension programs in the years 2020-2025. The Associate Dean for Extension and Diversity will provide leadership in advancing the implementation of the College's five strategic priorities (<https://cahr.uconn.edu/visionandvalues>).

- Ensuring a vibrant agricultural industry and sustainable food supply
- Enhancing health and well-being locally, nationally, and globally
- Dismantling structural racism and fostering environments that advance racial equity, Inclusion and belonging by advocating for antiracist policies, practices, and norms
- Fostering sustainable landscapes across urban-rural interfaces
- Advancing resilience and adaptation in a changing climate

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty, and staff. The diversity of students, faculty, and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications

from women, veterans, people with disabilities and members of traditionally underrepresented populations.