



UNIVERSITY of ARKANSAS at PINE BLUFF
School of Agriculture, Fisheries and Human Sciences

Extension Program Aide
Cooperative Extension Program
Expanded Food Nutrition Education Program
(EFNEP)

The University of Arkansas at Pine Bluff Cooperative Extension Program is conducting a search to fill the position of **Extension Program Aide** in the School of Agriculture, Fisheries and Human Sciences. The **Program Aide** will work under the supervision of the Monroe County Cooperative Extension Agent – Family and Consumer Sciences and will be responsible to help increase the health status of low-income adult and youth audiences through an on-going educational program that improves knowledge, understanding and utilization of recommended USDA guidelines for nutrition and physical activity. The Program Aide will attend in-service education programs and conferences to gain an understanding of the Expanded Food Nutrition Education Program (EFNEP); recruit and enroll individuals and families for the EFNEP program; perform simple demonstrations on a one-to-one or group basis; maintain necessary records and complete reports; and perform other duties as assigned.

MINIMUM QUALIFICATIONS: High School diploma or GED desired. Completion of 10th grade required. **KNOWLEDGE, SKILLS AND ABILITIES:** Ability to learn subject matter, speak and write clearly, work with and motivate others, follow oral and written instructions, accept supervision, maintain confidentiality, and relate to clientele. Travel is required within assigned area. **The successful applicant must have transportation for use on the job, a current driver's license and liability insurance in effect.**

POSITION LOCATION: Monroe County (Must reside in Monroe County)

SALARY: \$20,788 Annually (\$9.99/hr.)

FRINGE BENEFITS: Group health, life and disability insurance; retirement; social security; worker's compensation; paid holidays, sick and vacation leave, tuition discount for employees, spouse and dependent children.

Interested candidates must submit a Cooperative Extension Service application, transcripts and a resume with the name, address and phone number of three references to:

Monroe County Extension Agent – Family and Consumer Sciences
261 Madison Street
Clarendon, AR 72029
(870) 747-3397

DEADLINE FOR APPLICATIONS: November 25, 2009
Filing deadline may be extended without notice.

UAPB is an Equal Opportunity/Affirmative Action Employer