

Appendix A-1: Characteristics of Associate Position

Responsibilities and requirements listed at lower levels are applicable to each subsequently higher level.

Title/Rank	Extension Associate I	Extension Associate II	Extension Associate III	Extension Associate IV
	Level 11	Level 12	Level 13	Level 14
Qualifications	<p>Associate's degree, Bachelor's preferred, in discipline related to program of concentration and one year of experience.</p> <p>Knowledge of Extension.</p> <p>Good oral and written communication skills. Good organizational, management and human relations skills.</p> <p>Basic computer skills and knowledge including, but not limited to, word processing and electronic mail.</p>	<p>Bachelor's degree in discipline related to program of concentration and two years of experience beyond the bachelor's degree.</p> <p>Knowledge of Extension.</p> <p>Good public oral and written communication skills.</p> <p>Good organizational, management and human relations skills.</p> <p>Basic computer skills and knowledge including, but not limited to, word processing, and electronic mail.</p>	<p>Bachelor's degree, Master's preferred, in discipline related to program of concentration plus three years of experience beyond the bachelor's degree.</p> <p>Knowledge of Extension.</p> <p>Demonstrated oral and written communication skills.</p> <p>Excellent organizational, management and human relations skills.</p> <p>Intermediate computer skills and knowledge including, but not limited to, word processing, data analysis and electronic mail.</p>	<p>Bachelor's degree, Master's preferred, in discipline related to program of concentration plus four years of experience beyond the bachelor's degree, Extension experience preferred.</p> <p>Demonstrated oral and written communication skills.</p> <p>Excellent organizational, management and human relations skills.</p> <p>Intermediate computer skills and knowledge including, but not limited to, word processing, data analysis and electronic mail.</p>

Appendix A-1: Characteristics of Associate Position

Responsibilities and requirements listed at lower levels are applicable to each subsequently higher level.

Title/Rank	Extension Associate I	Extension Associate II	Extension Associate III	Extension Associate IV
	Level 11	Level 12	Level 13	Level 14
<p>Extension Teaching/Resident Instruction</p>	<p>Assist supervisor in dissemination of information to Extension users.</p> <p>Assist Supervisor in marketing Extension programs.</p> <p>Communicate effectively with co-workers to successfully achieve the goals of applied research and/or Extension educational programs.</p>	<p>Prepare reports on results of applied research and/or prepare Extension educational programs for use by Extension professionals.</p> <p>Investigate procedures for disseminating information and enhancing decision-making abilities of Extension users.</p> <p>Communicate effectively with co-workers, research cooperators and/or program users to successfully achieve the goals of applied research and/or Extension educational programs with the guidance and advice of supervisor when appropriate.</p> <p>Prepare marketing material & strategies for promotion of programs.</p>	<p>Prepare and present reports on results of applied research and/or deliver Extension educational programs in conjunction with supervisor for use by Extension professionals.</p> <p>In conjunction with supervisor, assist clientele in adopting and adapting research to solve problems.</p> <p>Investigate and implement new and innovative procedures for disseminating information, enhancing decision-making capabilities of Extension users and successfully achieving other Extension responsibilities and goals.</p> <p>Communicate effectively with co-workers, research cooperators and/or program users to successfully achieve the goals of applied research and/or Extension educational programs.</p>	<p>Prepare and present reports on results of applied research and/or deliver Extension educational programs, in conjunction with supervisor or autonomously.</p> <p>Assist clientele in adopting and adapting research to solve problems, in conjunction with supervisor or autonomously.</p> <p>Investigate and implement and/or create new and innovative procedures for disseminating information, enhancing decision-making capabilities of Extension users, and successfully achieving other Extension responsibilities and goals.</p> <p>Communicate effectively with industry, university peers, co-workers, and with research cooperators and/or program users to successfully achieve the goals of applied research and/or Extension educational programs.</p>

Appendix A-1: Characteristics of Associate Position

Responsibilities and requirements listed at lower levels are applicable to each subsequently higher level.

Title/Rank	Extension Associate I	Extension Associate II	Extension Associate III	Extension Associate IV
	Level 11	Level 12	Level 13	Level 14
			Prepare marketing material & strategies for promotion of programs.	Prepare marketing material & strategies for promotion of programs.
Scholarship Activity & Professional Growth	<p>Perform applied research and/or Extension educational programs designed by supervisor in the assigned subject areas under close supervision.</p> <p>Compile applied research and/or program/behavioral change data.</p> <p>Assist in preparation of</p>	<p>Design and perform applied research and/or Extension educational programs in the assigned subject areas with moderate supervision.</p> <p>Compile and process applied research, and/or program/behavioral change data, and/or evaluate Extension programs with moderate supervision.</p>	<p>Design and implement the appropriate applied research methods and/or Extension educational programs in the assigned subject with limited supervision.</p> <p>Compile, process and analyze applied research, and/or program/behavioral change data, and/or evaluate Extension programs with</p>	<p>Design and implement the appropriate applied research methods and/or Extension educational programs in the assigned subject, with very limited supervision or autonomously.</p> <p>Compile, process and analyze applied research, and/or program/behavioral change data, and/or evaluate Extension</p>

Appendix A-1: Characteristics of Associate Position

Responsibilities and requirements listed at lower levels are applicable to each subsequently higher level.

Title/Rank	Extension Associate I	Extension Associate II	Extension Associate III	Extension Associate IV
	Level 11	Level 12	Level 13	Level 14
	<p>technical papers when appropriate, at county or state professional or commodity meetings.</p> <p>Develop and maintain professional competence through participation in educational meetings, seminars, and workshops.</p>	<p>Prepare technical papers at county or state professional or commodity meetings.</p> <p>Develop and maintain professional competence through participation in educational meetings, seminars, and workshops.</p>	<p>limited supervision.</p> <p>Prepare and present technical papers, at county, state, or regional professional or commodity meetings.</p> <p>May participate in proposal preparation/grant writing. May interface with investigators at other institutions.</p> <p>Maintain professional competence through participation in educational meetings, seminars, and workshops.</p>	<p>programs with very limited supervision or autonomously.</p> <p>Prepare and present technical papers when appropriate at county, state, regional, or national professional or commodity meetings and/ or in professional journals.</p> <p>May participate in proposal preparation/grant writing or work autonomously in this area. Interfaces with investigators at other institutions/agencies.</p> <p>Maintain professional competence through participation in educational meetings, seminars, and workshops.</p>
Service & Supervision	<p>May serve on committees.</p> <p>Operate and maintain specialty equipment as necessary.</p> <p>Coordinate with Experiment station personnel in scheduling and completing</p>	<p>Serve on county Extension committees.</p> <p>Operate, maintain, and repair specialty equipment as necessary.</p> <p>Coordinate with Experiment station personnel in</p>	<p>Serve on county and state Extension committees. May serve on other county and state committees.</p> <p>Operate, maintain, repair, and design specialty equipment as necessary.</p>	<p>Serve on county and state Extension committees. May serve on other county, state, or regional committees.</p> <p>Operate, maintain, repair, and design specialty equipment as necessary.</p>

Appendix A-1: Characteristics of Associate Position

Responsibilities and requirements listed at lower levels are applicable to each subsequently higher level.

Title/Rank	Extension Associate I	Extension Associate II	Extension Associate III	Extension Associate IV
	Level 11	Level 12	Level 13	Level 14
	<p>experiment station responsibilities when assigned.</p> <p>Assist in conducting Extension programs.</p> <p>Maintain work schedules of part-time and summer staff employees, and provide them with proper safety equipment.</p>	<p>scheduling and completing experiment station responsibilities when assigned.</p> <p>Assist in conducting Extension programs.</p> <p>Maintain work schedules, train part-time and summer staff employees, and provide them with proper safety equipment.</p>	<p>Coordinate with Experiment station personnel in scheduling and completing experiment station responsibilities autonomously. Recommend changes to standard techniques.</p> <p>Assist in conducting Extension programs.</p> <p>Maintain work schedules, train and supervise part-time and summer staff employees, and provide them with proper safety equipment and training.</p> <p>Supervise volunteer leaders, grant and other staff who assist in program delivery.</p>	<p>Coordinate with Experiment station personnel in scheduling and completing experiment station responsibilities autonomously. Recommend changes to standard techniques.</p> <p>Conduct Extension programs.</p> <p>Maintain work schedules, train and supervise part-time and summer staff employees, and provide them with proper safety equipment and training.</p> <p>Supervise volunteer leaders, grant and other staff who assist in program delivery.</p>
<p>Special Requirements</p>	<p>Work may involve restricted use pesticides.</p> <p>Positions will require a valid driver's license and may require a private, reliable means of transportation.</p>	<p>Work may involve restricted use pesticides.</p> <p>Positions will require a valid driver's license and may require a private, reliable means of transportation.</p>	<p>Work may involve restricted use pesticides.</p> <p>Positions will require a valid driver's license and may require a private, reliable means of transportation.</p>	<p>Work may involve restricted use pesticides.</p> <p>Positions will require a valid driver's license and may require a private, reliable means of transportation.</p>

Appendix A-1: Characteristics of Associate Position

Responsibilities and requirements listed at lower levels are applicable to each subsequently higher level.

Title/Rank	Extension Associate I Level 11	Extension Associate II Level 12	Extension Associate III Level 13	Extension Associate IV Level 14
	Must comply with state or federal codes relevant to position. Position may require a criminal background check.	Must comply with state or federal codes relevant to position. Position may require a criminal background check.	Must comply with state or federal codes relevant to position. Position may require a criminal background check.	Must comply with state or federal codes relevant to position. Position may require a criminal background check.
Other Requirements	Ability to communicate with individuals of diverse backgrounds ranging from academia to the general public. Responsibilities include following Affirmative Action and Equal Opportunity guidelines to insure equal access to Extension programs.	Ability to communicate with individuals of diverse backgrounds ranging from academia to the general public. Responsibilities include following Affirmative Action and Equal Opportunity guidelines to insure equal access to Extension programs.	Ability to communicate with individuals of diverse backgrounds ranging from academia to the general public. Responsibilities include following Affirmative Action and Equal Opportunity guidelines to insure equal access to Extension programs.	Ability to communicate with individuals of diverse backgrounds ranging from academia to the general public. Responsibilities include following Affirmative Action and Equal Opportunity guidelines to insure equal access to Extension programs.