POSITION SUMMARY:

Explain the purpose for the position and summarize the responsibilities.

The Temporary Agriculture Program Assistant primarily assists members of the Capital Area Agriculture and Horticulture Program (CAAHP) with program coordination and applied research activities.

REQUIRED QUALIFICATIONS:

Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

- High school diploma or GED.
- Demonstrated interest in production agriculture.
- Ability to meet frequent travel requirements associated with this position. A valid NYS driver's license with the ability to drive and driving record acceptable for agency insurance coverage are required.
- Ability to meet acceptable background check requirements.
- Ability to work flexible hours that may include evenings and/or weekends, as appropriate.
- Ability to communicate with program participants effectively through oral, written, and visual channels using traditional tools and methods, as well as electronic technology (e.g., video, audio, computers, etc.). Ability to frequently and effectively communicate verbally and in writing with program participants’ employees and others.
- Work Environment – In addition to the Working Conditions, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. This position works in a typical office environment. In addition, the position frequently work in outdoor weather conditions including extreme heat, precipitation and cold; frequently lift, move or transport program materials; and regularly perform agricultural research techniques (for example, carrying educational materials and materials for various applied research projects) by frequently positioning self (for example, pulling, bending, reaching, touching, kneeling, using hands to feel/reach) in agricultural settings.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- One or more years of college education in agricultural production.
- Ability to record, edit and upload program videos to YouTube and/or social media.
- Ability to record, edit and upload audio files for podcasts.
**SUBJECT MATTER/BACKGROUND:**

- Agriculture and Food Systems
- Nutrition, Food Safety & Security and Obesity Prevention
- Environment and Natural Resources, Sustainable Energy and Climate Change
- Community and Economic Vitality
- 4-H Youth Development and Children, Youth and Families
- General Administration
- Information Technology
- Finance
- Human Resources
- Facility
- Farm
- Grant/Contract
- Communication
- Other
**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:** (List the position’s assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position, which can be performed with or without reasonable accommodations. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)

Please refer to the Program and Administrative job category profiles.

**Program Responsibilities:**

<table>
<thead>
<tr>
<th>Program Delivery</th>
<th>0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• N/A</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Evaluation</th>
<th>5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Assist in the interaction with various constituencies to obtain their evaluation of programs.</td>
<td></td>
</tr>
<tr>
<td>• Assist in preparing evaluation instruments for educational activities. Compile and summarize collected evaluations.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applied Research</th>
<th>15%</th>
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</thead>
<tbody>
<tr>
<td>• Assist CAAHP staff to conduct initiated and ongoing applied research projects.</td>
<td></td>
</tr>
<tr>
<td>• Conduct pest scouting in ornamental and field crops as necessary.</td>
<td></td>
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</tbody>
</table>

**Administrative Responsibilities:**

<table>
<thead>
<tr>
<th>Direction</th>
<th>0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• N/A</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Management</th>
<th>0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• N/A</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Coordination/Operation</th>
<th>75%</th>
</tr>
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<tbody>
<tr>
<td>• Assemble existing resources into educational program materials.</td>
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<tr>
<td>• Coordinate established program schedule.</td>
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</tr>
<tr>
<td>• Assist CAAHP staff in preparations of educational activities. Be present at many of the activities to assist with registration, take pictures and assist participants.</td>
<td></td>
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<tr>
<td>• Help prepare materials for and assist with field days.</td>
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<tr>
<td>• Record video of various crops at different stages of growth. Edit and publish videos through YouTube and social media as a “virtual field day.”</td>
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</tr>
<tr>
<td>• Work with CAAHP staff to curate and develop handouts for summer educational activities.</td>
<td></td>
</tr>
<tr>
<td>• Develop a web page to post reference material from summer educational activities.</td>
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</tr>
<tr>
<td>• Collect applied research data based on existing framework.</td>
<td></td>
</tr>
<tr>
<td>• Collect evaluation data from program participants based on existing framework.</td>
<td></td>
</tr>
<tr>
<td>• On a frequent basis transports self, also carrying program materials and resources to agricultural settings and worksites.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Improvement</th>
<th>5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities.</td>
<td></td>
</tr>
<tr>
<td>• Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.</td>
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</tbody>
</table>
### Health and Safety

- Support the Association to maintain a safe working environment.
- Be familiar with and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

### EEO/EPO and Policy

- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Aware of, and adheres to, established Cornell Cooperative Extension Association of Albany County policies, procedures and Cornell Cooperative Extension Skills for Success.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

### Equal Opportunity Employment

* Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.*
For each factor below, choose the phrase that best fits the characteristics of this position:

**SCOPE OF IMPACT OF THE POSITION:**
Low - within program

**INTERACTION WITHIN ASSOCIATION:**
Assist others; provide/obtain cooperation

**INTERACTION WITH VOLUNTEERS:**
None to limited

**INTERACTION OUTSIDE ASSOCIATION:**
Limited

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**
None - No responsibility for others

**COMPLEXITY OF WORK:**
Low - Under the guidance of immediate supervisor, occasionally adapts procedures to resolve unusual cases; makes some decisions requiring consideration of criteria

**LEVEL OF DECISION-MAKING ACTIVITY:**
Low - Within program/functional area

**SUPERVISION RECEIVED:**
Substantial - Detailed instructions or guided by standard policy/procedures

**SUPPORT SKILLS-WRITING**
Low - Usually issues standard responses

**SUPPORT SKILLS-COMPUTER**
Moderate - Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis

**WORKING CONDITIONS:**

**ESSENTIAL PHYSICAL REQUIREMENTS***:
Typically lifts 20 to 50 lbs

**VISUAL:**
Close concentration

**HAZARDS:**
Limited exposure

* Check applicable level after considering reasonable accommodations

**OPTIONAL:**

**SIGNATURES**

**EMPLOYEE SIGNATURE**

**SUPERVISOR SIGNATURE**

**ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE**

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*Position Description Template Revised July, 2016*
## Skills for Success
(The following skills are essential for individual and organizational success.)

<table>
<thead>
<tr>
<th>Skills</th>
<th>Examples of Demonstrated Behavior</th>
</tr>
</thead>
</table>
| **Health and Safety** |  - Support the association to maintain a safe working environment.  
  - Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policies, procedures, requirements or standards.  
  - Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.                                                                                              |
| **Job Skills**   |  - Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.  
  - Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.  
  - Understands, interprets and applies regulations, policies and contracts to deliver effective results.  
  - Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.                                                                                                                   |
| **Inclusiveness** |  - Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community.  
  - Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately.  
  - Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement.  
  - Actively supports work/life integration in the workplace.  
  - Recruits, hires and engages high performing diverse employees.                                                                                                                                                                                                                     |
| **Adaptability** |  - Anticipates and adapts to changing priorities and additional demands.  
  - Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell’s capacity to thrive in the future.  
  - Embraces, promotes and implements change.  
  - Modifies one’s preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains.                                                                                                                     |
| **Self-Development** |  - Is self-aware; seeks and acts upon performance feedback.  
  - Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance.  
  - Works to continuously learn and improve.  
  - Applies learning to evolving assignments.                                                                                                                                                                                                                                               |
| **Communication** |  - Expresses thoughts clearly, both orally and in writing.  
  - Demonstrates effective listening skills; seeks to understand and be understood.  
  - Asks questions and shares knowledge and information to help others clearly understand processes and desired results.  
  - Gives, receives and acts upon helpful and timely feedback.                                                                                                                                                                                                                           |
| **Teamwork**     |  - Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust.  
  - Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies.  
  - Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work.  
  - Has a positive attitude and understands how behaviors impact others.                                                                                                                                                                                                              |
| **Service-Minded** |  - Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers.  
  - Supports ideas, solutions and changes to processes to ensure high quality outcomes.  
  - Reaches out in a timely and responsive manner to resolve problems and conflicts.  
  - Negotiates well, finding and orchestrating win-win solutions.                                                                                                                                                                                                                     |
| **Stewardship**  |  - Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency.  
  - Demonstrates high standards of personal conduct and owns the consequences of one’s own actions.  
  - Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making.  
  - Shows commitment to unit and Association goals and delivers results.                                                                                                                                                                                                                  |
| **Innovation**   |  - Looks for advancements in products, processes, services, technologies or ideas.  
  - Identifies opportunities in challenges and shows initiative to make changes.  
  - Demonstrates innovative, creative and informed risk taking.  
  - Shows foresight and imagination to see possibilities, opportunities and trends.                                                                                                                                                    |