

Sisseton Wahpeton College

TITLE: Extension Outreach Specialist
REPORTS TO: Land Grant Coordinator
STATUS: Full-time
TOUR OF DUTY: Generally 8:00 a.m. to 4:30 p.m., M-F, but may require some evenings and/or weekends for special events and meetings.
SUPERVISES: None

SUMMARY:

The Extension Paraprofessional is a member of the staff of Sisseton Wahpeton College Land Grant Program. This person aids the Land Grant Coordinator in establishing working relationships with local schools, tribal programs and other land grant institutions, to collaborate and implement activities based on the mission of SWC and the Extension grant objectives. The Extension Outreach Specialist organizes and conducts workshops and other outreach activities as directed by the Land Grant Coordinator.

DUTIES AND RESPONSIBILITIES:

1. Assist in planning, preparing, promoting, conducting workshops, and evaluating outreach activities as directed by the Land Grant Coordinator.
2. Assist to provide STEM activities for kids from K-12 grade.
3. Guide and works with student workers and volunteers.
4. Assist with monthly and annual reports.
5. Comply with all College, Tribal, and Federal policies, regulations and laws that govern the College.
6. Participate in faculty/staff meetings and committees as directed.
7. Perform other duties as assigned such as assisting with preparation and maintenance of several greenhouses, storage facilities, gardens/food plots, fencing, bee keeping, archery, animal care involving the Prairie Restoration Project.

EDUCATION:

- Bachelor degree in a STEM field, although an individual with an associate degree in a STEM field and with significant outreach experience will be considered.

MINIMUM QUALIFICATIONS

- Applicant should possess good communication, be detail-oriented, have a willingness to learn, be a critical and objective thinker.
- Applicant possesses good planning, organizational, and time management skills.
- Ability to work outdoors, lift objects up to 30 pounds, operate power tools and safely operate garden equipment and machinery.
- Proficient with computers, Microsoft Office, and typical equipment.

OTHER:

- Must be available some evenings and weekends to conduct or host programs.
- Must be able to work well with people of all ages and backgrounds.
- Ability to work with minimal supervision upon completion of training.
- Demonstrates responsible behavior and attention to detail.

POSITION OPEN UNTIL FILLED