

**SUMMER ASSISTANT POSITION
BROWN COUNTY EXTENSION OFFICE**

PART-TIME TEMPORARY

Job Description

Primary job responsibilities are coordination and implementation of 4-H Youth and Brown County Fair related events and secretarial assistance.

Summer Assistant will assist with coordination and implementation of the 4-H Special Foods Contest, 4-H Fashion Revue Workshop, 4-H Judging Schools (consumer decision making and horticulture), write 4-H Fashion Revue script and help with other miscellaneous areas.

Secretarial skills should include computer skills (Microsoft 2010), spreadsheets, poster design and layout, and miscellaneous office procedures (filing/faxing/etc.).

Age

Preferably age 18 or older.

Starting Date

May, 2017 and concluding approximately August 21, 2017.

Salary

\$11.63 Per hour regular time.

Hours

Normal working hours are 9:00 a.m.–12:00 noon and 1:00 p.m. to 4:00 p.m., Monday-Friday. Hours will vary occasionally depending on the task based on a 25-30-hour week. The week prior and the week of the Brown Co. Fair are 40 hours plus overtime. County Fair hours include Saturday and Sunday.

Qualifications

Prior 4-H experience is desirable but not necessary.

Demonstrate ability to complete the above primary job responsibilities. Must be able to work with the general public and office personnel. Must have valid SD driver's license. Attire is business casual depending on activities.

Application

Completed Brown County application and resume are due by April 21st at 5:00 p.m.

Submit to: Brown Co. 4-H Office
400 24th Ave NW
Aberdeen, SD 57401

BROWN COUNTY 4-H SUMMER ASSISTANT POSITION

Brown County is seeking a responsible individual for the part-time temporary position of 4-H Summer Assistant. Job Description and minimum qualifications for appointment can be found at www.brown.sd.gov or at the Human Resources Department or 4-H Office. Salary is \$11.63/hour. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., April 21, 2017 to Brown County 4-H Office, 400 24th Ave. NW., Aberdeen, South Dakota, 57401, (phone (605)-626-7120, fax (605) 725-5567, email: Becca.Tuller@sdstate.edu)

Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.