

UTAH STATE UNIVERSITY EXTENSION JOB POSTING

**Position Title**

Afterschool Substitute - Davis County

Department

Cooperative Extension/Northern Region

Category - Hourly

Part-Time/Full-Time - Less than 100 percent time

College/Unit - Extension

Requisition Number - 051781

Position Summary

This is a very flexible position with a 20 hour maximum and no minimum hourly requirement. The hours available for this position are Monday-Thursday from 3-6 p.m. and Fridays from 1-5 p.m. Substitutes are used for filling in when afterschool staff are gone or need time off. They may be asked to work at various sites in Davis County. Other hours required for a weekly staff meeting.

Responsibilities

- *Communicating with the site coordinator and other staff members at the site
- *Teaching a club that may have already been planned Monday through Friday
- *Flexible duties such as teaching, roll keeping and checking students off to get snack
- *Attend daily staff meetings held by the site coordinator, and attend weekly staff meetings held by the program director
- *Perform other duties as assigned

Minimum Qualifications

High school diploma or higher
Some experience/interest working with youths
Effective oral and written communication skills

Special Instructions to Applicants

Along with the Online application, please attach:

1. A current resume with the names and contact information of three references included.

Required Applicant Documents

- Resume

Optional Applicant Documents

- Cover Letter
- Optional document 1

Review Date

08-03-2009

Position Close Date

Open Until Filled

Salary**Percent of Time or Hours per Week**

\$9 per hour

20 hours per week

About Utah State University

Since its founding in 1888, Utah State University has evolved from a small, agricultural college to one that is nationally and internationally recognized for its intellectual and technological leadership in land, water, space, and life enhancement. As Utah's land-grant and space-grant institution, the university is led by President Stan L. Albrecht and has 850 faculty who provide education for more than 23,000 undergraduate and graduate students, including 7,000 in its continuing education sites located throughout Utah. USU occupies 7,000 acres, 400 of which are on campus, with more than 200 buildings, 63 of which are devoted to academics. USU also has three branch campuses and Extension offices in all of Utah's 29 counties.

With seven colleges, more than 200 majors and 130 research-related classes, Utah State can count four Goldwater Scholars and a Rhodes Scholar among its graduates in the past five years. Student-centered, hands-on learning opportunities are plentiful as Utah State attracted more than \$186 million in research revenue last year. These research dollars, along with stellar faculty mentors, have inspired more than 1,000 students to pursue their own research projects every year.

Located in the city of Logan in northern Utah's Cache Valley, Utah State is 80 miles northeast of Salt Lake City and is within a day's driving distance of six national parks. The surrounding area, including ski resorts, lakes, rivers and mountains, makes Utah State one of the finest recreational environments in the nation. The university is a place of diverse thought, where first-rate cultural offerings provided by talented professors and visiting artists benefit thousands of students and members of the community. It is a safe place that provides a unique living-learning community and is the oldest and largest public residential campus in Utah.

Utah State University is committed to providing an environment free from harassment and other forms of illegal discrimination based on race, color, religion, sex, national origin, age (40 and older), disability, and veteran's status. USU's policy also prohibits discrimination on the basis of sexual orientation in employment and academic related practices and decisions. Utah State University employees and students cannot, because of race, color, religion, sex, national origin, age, disability, or veteran's status, refuse to hire; discharge; promote; demote; terminate; discriminate in compensation; or discriminate regarding terms, privileges, or conditions of employment, against any person otherwise qualified. Employees and students also cannot discriminate in the classroom, residence halls, or in on/off campus, USU-sponsored events and activities. This publication is issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Noelle E. Cockett, Vice President for Extension and Agriculture, Utah State University.