

Cornell Cooperative Extension | Saratoga County

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www.ccesaratoga.org

2/3/2023

To Whom It May Concern,

Cornell Cooperative Extension of Saratoga County is seeking a part-time, 20 hours per week Administrative Assistant, with benefits. Hours may be flexible based on the needs of the Association and the candidate. The position description is included in this packet. The pay rate is \$16.00/hour compensatory.

If you have any questions on the application itself or about the process, please contact Greg at 518-885-8995, or by email at grs9@cornell.edu.

Please fill out the application packet including a resume and send to Greg Stevens, Extension Issue Leader by February 24, 2023.

A handwritten signature in black ink, appearing to read "Greg Stevens", with a long horizontal flourish extending to the right.

Greg Stevens

Extension Issue Leader, 4-H Youth Development and Family & Consumer Science

CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SARATOGA COUNTY
STAFF POSITION DESCRIPTION

Current Incumbent, if any:

Date Written/Revised: 02/14/2023

CCE Classification Job Title: Association Temp Admin

Position #: TBD

Working Title (if different): Temporary Administrative Assistant

FTE: .50

Reason: ☒ New Position ☐ Revision

FLSA: ☐ Exempt ☒ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Greg Stevens, Association Issue Leader

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* N/A

Volunteer Oversight: ☒ No ☐ Yes *(If the answer is Yes, please indicate number of volunteers supervised.)*

POSITION SUMMARY:

Explain the purpose for the position and summarize the responsibilities.

On a part-time, temporary basis this position provides routine administrative support for all programs at Cornell Cooperative Extension (CCE) of Saratoga County. This position is flexible and customer-focused; responsibilities and work schedule will vary depending on Association needs, position vacancies, program needs, seasons, etc.

REQUIRED QUALIFICATIONS:

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

- High School diploma or equivalent.
- Experience relevant to the responsibilities of the position.
- Ability to help ensure diverse, equitable, and inclusive environments.
- Ability to meet background check requirements.
- Ability to meet occasional travel demands of the position. A valid NYS driver's license and ability to drive and driving record acceptable for agency insurance coverage are required.
- Ability to work flexible hours, which may include evenings and weekends.
- Administrative Skills: Ability to perform administrative duties, work under pressure, and organize work into priorities. Maintain program participant confidentiality.
- Computer Skills: Experience with or ability to perform basic word processing (using Microsoft Word), database and internet software.
- Communication Skills: Ability to communicate with tact and diplomacy with others and write routine correspondence. Ability to read and interpret documents such as emails, instructions, etc.
- 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. This position occasionally lifts, moves, or transports Association related materials and equipment.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Proficient computer skills.

SUBJECT MATTER/BACKGROUND:

- | | | |
|---|--|---|
| <input type="checkbox"/> Agriculture and Food Systems | <input checked="" type="checkbox"/> General Administration | <input type="checkbox"/> Farm |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Community and Economic Vitality | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Other |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families | <input type="checkbox"/> Facility | |

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.)*

Administrative Responsibilities:

Direction – 0%

Management – 0%

Coordination/Operation – 95%

- Provide general administrative support for the Association and its programs.
- Provide interim admin assistant coverage during vacancies, busy program seasons, or other times of need.
- Perform event registrations.
- Maintain and record program data, utilize databases and spreadsheets.
- Perform basic communication and marketing responsibilities, responding to email inquiries, routine correspondence, creating and printing brochures and flyers, etc.
- Order supplies and other materials.
- Attend events and meetings (including evenings) to perform administrative duties.
- Answer phones, greet visitors.
- Prepare mailings.
- Receive, sort, and route mail, and maintain and route publications.
- Assist with office supplies, inventory, and compiling resources.
- Organize and maintain filing systems.
- Maintain the office in a clean, organized manner.
- Help ensure confidentiality of all participant information.
- Quickly identifies and reports to the supervisor issues or problems that arise.
- Perform other administrative duties as assigned.

Professional Improvement – 5%

- 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.
- Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.

Health and Safety – Applied to all duties and functions

- 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 – Applied to all duties and functions

- 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 Saratoga 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.

Cornell Cooperative Extension is an affirmative action/equal opportunity employer and educator.

To apply for a temporary position, complete the entire application. Sign the completed application. If you need additional space please attach a supplemental sheet.

Applicants for regular, non-temporary positions must apply online via Workday (www.workday.cornell.edu).

GENERAL

NAME (LAST)		(FIRST)	(MIDDLE)	DATE OF APPLICATION	
CURRENT ADDRESS (STREET, CITY, STATE, ZIP CODE)			DAYTIME TELEPHONE	EVENING TELEPHONE	
ADDRESS WHERE YOU MAY BE CONTACTED IF DIFFERENT FROM CURRENT ADDRESS			CELL PHONE	EMAIL ADDRESS	
			Text Enabled? <input type="checkbox"/> YES <input type="checkbox"/> NO		
ARE YOU 18 YEARS OF AGE OR OLDER?	HAVE YOU EVER WORKED, VOLUNTEERED OR INTERNEED FOR CCE?	CCE PREVIOUS AFFILIATION (INCLUDE ASSOCIATION, TITLE, DURATION, AND REASON FOR LEAVING, ETC.)			
<input type="checkbox"/> YES <input type="checkbox"/> NO (If no, you will be required to provide valid working papers prior to employment.)	<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, please describe in the box to the right.)				
Is your eligibility to work in the United States based upon an employment visa?		If your employment will require a visa, please indicate the type of visa you current hold and the expiration date:		Will you now or in the future require sponsorship to be eligible to work in the United States?	
<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> YES <input type="checkbox"/> NO	

POSITION

POSITION APPLYING FOR	DATE AVAILABLE

WHERE DID YOU LEARN OF THIS POSITION OPENING

<input type="checkbox"/> Newspaper	SPECIFY	<input type="checkbox"/> State Employment Office	SPECIFY
<input type="checkbox"/> School/ Career Center	SPECIFY	<input type="checkbox"/> Internet	SPECIFY
<input type="checkbox"/> Cornell Cooperative Extension	SPECIFY	<input type="checkbox"/> Other	SPECIFY

SUBJECT MATTER/ BACKGROUND Select background relevant to CCE positions: (please check all that apply)

<input type="checkbox"/> 4H/Youth Development	<input type="checkbox"/> Human Development
<input type="checkbox"/> Administration	<input type="checkbox"/> Natural Resources and Environment
<input type="checkbox"/> Agriculture and Small Business Management	<input type="checkbox"/> Nutrition
<input type="checkbox"/> Animal Science	<input type="checkbox"/> Plant Science
<input type="checkbox"/> Community and Economic Development	<input type="checkbox"/> Other: _____

EXPERIENCE RELEVANT TO THIS POSITION (I.E. PROFESSIONAL, INTERNSHIPS, VOLUNTEER, COMMITTEE MEMBERSHIPS, 4-H MEMBER ETC.) AND NUMBER OF YEARS INVOLVED:

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

EMPLOYMENT RECORD Please list previous employers, beginning with most recent

1	EMPLOYER	START DATE	END DATE
	STREET ADDRESS, CITY, STATE, ZIP CODE		PHONE
POSITION TITLE		POSITION DUTIES (INCLUDE NUMBER AND TYPES OF PEOPLE SUPERVISED)	
DESCRIBE ANY PROMOTIONS OR NEW ASSIGNMENTS DURING THIS EMPLOYMENT			
HOURS WORKED PER WEEK	SUPERVISOR NAME	SUPERVISOR TITLE	REASON FOR LEAVING
_____ HOURS <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME			
MAY WE CONTACT YOUR PRESENT EMPLOYER?			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
NOTE: If you are one of the final candidates, it will be necessary to confirm all of your previous employment listed.			

2	EMPLOYER	START DATE	END DATE
	STREET ADDRESS, CITY, STATE, ZIP CODE		PHONE
POSITION TITLE		POSITION DUTIES (INCLUDE NUMBER AND TYPES OF PEOPLE SUPERVISED)	
DESCRIBE ANY PROMOTIONS OR NEW ASSIGNMENTS DURING THIS EMPLOYMENT			
HOURS WORKED PER WEEK	SUPERVISOR NAME	SUPERVISOR TITLE	REASON FOR LEAVING
_____ HOURS <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME			

3	EMPLOYER	START DATE	END DATE
	STREET ADDRESS, CITY, STATE, ZIP CODE		PHONE
POSITION TITLE		POSITION DUTIES (INCLUDE NUMBER AND TYPES OF PEOPLE SUPERVISED)	
DESCRIBE ANY PROMOTIONS OR NEW ASSIGNMENTS DURING THIS EMPLOYMENT			
HOURS WORKED PER WEEK	SUPERVISOR NAME	SUPERVISOR TITLE	REASON FOR LEAVING
_____ HOURS <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME			

EDUCATION

INSTITUTION	CITY, STATE	MAJOR	MINOR	TYPE OF DEGREE RECEIVED
INSTITUTION	CITY, STATE	MAJOR	MINOR	TYPE OF DEGREE RECEIVED
INSTITUTION	CITY, STATE	MAJOR	MINOR	TYPE OF DEGREE RECEIVED

REFERENCES

List four persons, other than personal friends or relatives, who have knowledge of your work experience and/or education.

Please include at least one person who has previously supervised your work.

NAME	TITLE	MAILING ADDRESS	PRIMARY TELEPHONE EMAIL
NAME	TITLE	MAILING ADDRESS	PRIMARY TELEPHONE EMAIL
NAME	TITLE	MAILING ADDRESS	PRIMARY TELEPHONE EMAIL
NAME	TITLE	MAILING ADDRESS	PRIMARY TELEPHONE EMAIL

CORNELL COOPERATIVE EXTENSION ASSOCIATION IMPORTANT NOTICE TO APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND EDUCATOR Cornell Cooperative Extension is collaboration among Cornell University, the United States Department of Agriculture, the State of New York, and the residents of New York State. Per NYS Law, county and regional extension service associations are subordinate governmental agencies. This employment opportunity is with the entities listed and not with Cornell University.

DIVERSITY Cornell Cooperative Extension is solidly committed to diversity, equal opportunity and affirmative action in the development of its policies, programs, procedures and practices through its affiliation with Cornell University, and as a part of the national extension system through the United States Department of Agriculture.

CCE's mission, vision and values are well entrenched in the principles of diversity, equal opportunity and affirmative action, and provide the foundation from which we operate.

DISABILITY ACCOMMODATION AVAILABLE FOR APPLICANTS I understand that if I require an accommodation for a disability so that I may participate in the selection process I am encouraged to contact the Cornell Cooperative Extension (CCE) at 607-255-2117 or email at cce.recruitment@cornell.edu.

REFERENCE AND BACKGROUND CHECKING Applying for a specific job authorizes Cornell Cooperative Extension to contact any of your schools, your current* and former employers, or other references for the purpose of verifying information and/or obtaining an account of your education, work experience and skills. By applying for a job you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information. Please note that a more extensive background check is part of the employment decision making process and you will need to sign any necessary disclosure and release forms including, but not limited to, an authorization form as part of the hiring process.

* Please note that the point at which your prospective hiring supervisor will contact your employer may vary; however, this is most commonly done on a pre-employment basis usually after the initial interview. If you have concerns about having your current employer contacted, please communicate those concerns to the person who conducts your initial interview to determine what, if any, alternatives exist.

EMPLOYMENT ELIGIBILITY VERIFICATION All offers of employment by Cornell Cooperative Extension are contingent on the provision of satisfactory proof of your identity and legal authority to work in the United States. Prior to or on your first day of employment, you must comply with the requirements of the U.S. Citizenship and Immigration Service's Employment Eligibility Verification (I-9 Form).

OFFERS OF EMPLOYMENT Please be advised that Cornell Cooperative Extension will not be bound by offers or conditions of employment other than those made in official offer letters.

APPLICATION FRAUD & MISREPRESENTATION I certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate and I understand that misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at CCE and is cause for immediate termination if employed.

APPLICANT STATEMENT

I hereby authorize investigation of all statements contained in this and other application documents. I understand that references contacted will not necessarily be limited to those indicated on this application. I authorize my former employers/schools and other individuals to release information relevant to my knowledge, skill, ability, experience, and suitability for the position for which I am applying. I further understand that employment with a Cornell Cooperative Extension association is "at will" in that I, or the employer, may terminate employment at any time or for any reason consistent with applicable state or federal law. By signing the statement, I willfully accept the terms listed above.

I certify that I have read the above statements and understand their contents.

SIGNATURE	DATE	RESUME ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>Please note- application must be completed thoroughly, even if resume is attached. Incomplete applications will not be considered.</small>
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