



Montana State University

Classified Position  
Vacancy Announcement  
October 16, 2009  
*UPDATED*



**PROGRAM ASSISTANT - 4-H Center for Youth Development, Bozeman, MT**  
**[Extension: 4-H Center](#)**

Announcement Number 10-048

Position Number 1255

Starting Date Upon successful completion of selection process

Starting Salary Minimum starting salary of \$10.50 per hour

FTE .5 FTE (part-time; 20 hours per week)

Benefits Eligible for [benefits](#)

The [custom calculator](http://www.montana.edu/pps/BenefitsCalculator.htm) (<http://www.montana.edu/pps/BenefitsCalculator.htm>) provides an estimate of the minimum monetary value of the complete compensation package for benefits-eligible jobs.

Bargaining Unit Montana Public Employees Association

Overtime Status Eligible for overtime

Description The 4-H Center for youth development serves as a resource to county MSU Extension faculty who manage and direct the 4-H youth and volunteer program in all Montana counties. The mission of Montana 4-H is to educate youth and adults for living in a global and ever changing world by using the resources of Land-Grant Universities and the U.S. Department of Agriculture. Montana 4-H strives to create environments for positive youth development using four key concepts of positive youth development including belonging, mastery, generosity and independence.

This position is required to provide a high level of program and technical support to the Director of the 4-H Center for Youth Development and other faculty and staff. This position is responsible for the specific National EIN (Employer Identification Number) and Club Charter 4-H programs which help 4-H Offices and clubs set up EIN numbers, file tax returns, set up Club Charters and coordinate this information together as National 4-H Headquarters has requested. This position provides seamless coverage and back-up of the day-to-day program and accounting tasks and situations in the absence of other staff. Duties include (but are not limited to): Creating training materials for 4-H Offices and Clubs throughout the state for 4-H EIN s and Charters including how to file tax returns and how to set up 4-H Clubs Charters. Projects will involve gathering information from the director and other faculty and staff and National 4-H Headquarters; organizing logistics for on-line training; providing detailed information to 4-H Clubs and Offices on how to file for EIN numbers, submit taxes and set up charters; creating and editing correspondence and reports by using the National 4-H software and/or structure; creating and maintaining databases/spreadsheets, following 4-H national guidelines; organizing and maintaining paper and electronic files; keeping confidential records; gathering information from Banner and Raiser s Edge to run reports from computer databases using MS Excel or Access; creating Power Point presentations, flyers, and handouts; creating presentations and training modules for the website related to EIN, Charter structure and other appropriate topics for the 4-H offices and clubs; contacting 4-H Offices for verification of data, modifying and reconciling EIN (some electronic, some on forms, some on emails) and Charter club data per National 4-H instructions and state 4-H needs.

Because this position is highly visible, the person in this position must possess the skills to tactfully and diplomatically respond to a variety of clientele both internal and external to both Montana State University and the 4-H Center for Youth Development. In addition, due to interactions with diverse and varied populations, this person must have initiative, judgment, and flexibility to help resolve problems. The person in this position must be able to prioritize duties to meet anticipated rush deadlines as required. This person must be a self-starter, motivated, flexible, creative and dependable.

Required 1. Two years of post-secondary education **plus** three years of full-time (or part-time equivalent) office experience

- Qualifications (including receptionist, word processing, data entry) or educational program experience **or an equivalent combination of relevant education and experience.**
2. Knowledge of 4-H structure and organization (county, state and national levels).
  3. Demonstrated excellent written communication skills, and competence communicating information, procedures, and directions clearly and accurately, in person, by telephone, email, and through correspondence.
  4. Demonstrated competence developing modular training programs to both present and post on the Internet.
  5. Demonstrated competence responding to a variety of questions from a diverse range of individuals in an effective, positive, and friendly manner while providing appropriate responses to questions or inquiries (i.e., having the ability to explain how to apply for a Charter, how to file income taxes for a club, how to set up an EIN (Employer Identification Number) for a club).
  6. Demonstrated competence using personal computers and word processing, spreadsheet, electronic calendars, database, internet, and email software. Experience using Word, Excel, and Outlook, Banner and Raiser s Edge preferred. (Please list equipment and software used and examples of types of documents produced.)
  7. Demonstrated competence designing, formatting, typing, and proofing grammar, punctuation, and spelling of business correspondence forms, reports, and communications.
  8. Demonstrated ability keeping accurate records and handling confidential information.
  9. Demonstrated competence organizing and prioritizing multiple workloads, meeting deadlines, and exercising adaptability to changing priorities while maintaining a positive, effective, friendly and professional approach.

- Preferred Qualifications
1. Knowledge of the 4-H National 4-H EIN and Charter programs.
  2. Demonstrated ability to design, develop, maintain, and manage web pages and documents. Ability to perform webpage updates in Dreamweaver.

The Successful Candidate The successful candidate will also have the following abilities: to effectively operate work related equipment; to consistently exercise good judgment and self-motivation; to work effectively both independently and in a team-oriented manner, under minimal supervision; to communicate effectively with employees and the public both in person and over the phone; to exercise sound judgment and make consistent decisions; to establish and maintain effective working relationships with a diverse range of constituencies; to represent 4-H Center for Youth Development and MSU Extension and its programs to others in a professional and courteous manner.

Application Deadline **Applications must be received by 5:00 pm, October 29, 2009.** Applications will not be accepted after the deadline.

Application Procedure **To apply, please download the application materials by clicking here [MSU Classified Employment Application](#).**

**The applicant *MUST* submit a MSU Application along with responses to the required and preferred qualifications. Electronic submissions in Word or PDF are highly preferred but hard copies will be accepted. An original signature of the MSU-Bozeman Application Cover Sheet is required via scanned PDF, fax, or hardcopy original to the address below. Submit materials to:**

**Julie Heard  
Montana State University  
MSU Extension Personnel  
P.O. Box 172230  
Bozeman, MT 59717-2230  
[julia.heard@montana.edu](mailto:julia.heard@montana.edu)  
Phone: 406-994-1752  
Fax: 406-994-1756**

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ADA/EO/AA/VETERAN'S PREFERENCE: In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. MSU makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To claim veteran's preference or request accommodation, contact MSU Human Resources/Personnel & Payroll Services, Bozeman MT 59717-2520; 406-994-3651. MSU's Affirmative Action Non-Discrimination Policy and Procedures are on the Web at [www2.montana.edu/policy/affirmative\\_action/](http://www2.montana.edu/policy/affirmative_action/).

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