**NON-STUDENT HOURLY POSTING GUIDE**

**Working Title – Term that describes position in a few words. Include office location, if applicable.**

*Examples:*

Extension Office Assistant, Pueblo County

Extension Gardener, Mesa County, Tri River Area

Extension Program Aid, 4-H Youth Development, Weld County

**Justification – Short explanation for why position is created/needed.**

*Examples:*

County fair assistance to meet demand of 4-H needs.

Seasonal master gardening assistance.

**Work Hours/Week – Estimate of hours/week. If it fluctuates, list 0-40. Temporary positions do not have set or guaranteed hours.**

**Description of Work Unit – Statement about CSU Extension, program, and/or county office.**

*Required for all postings:* We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of all backgrounds and abilities. We invite you to review [Colorado State University’s Principles of Community](http://diversity.colostate.edu/principles-of-community) that guide our mission and vision of access, teaching, service and engagement.

*Example:*

CSU Extension, a division of the Office of Engagement & Extension, is a major component of the University’s outreach. Extension is dedicated to serving current and future needs of Coloradans by providing educational information and programs across the state. To learn more about Extension, visit: <https://extension.colostate.edu/>

**Position Summary – Describe the basic purpose of the job.**

**Position Minimum Qualifications – Bulleted list of knowledge, skills, and/or abilities to do the job.**

*Examples of minimum or preferred qualifications:*

* Background, course work, and/or degree in XX.
* Experience with XXX. (fairs, 4-H programs, social media)
* Knowledge of XXX. (livestock, agriculture)
* Ability to respond to the needs of diverse audiences through adaptable written and verbal communication methods.
* Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
* Exhibits organizational skills and ability to prioritize.
* Ability to use inductive reasoning and resources provided to solve problems.
* Demonstrated working knowledge of Microsoft Office applications.
* Bilingual (and biliterate) in English and Spanish.

**Preferred Qualifications – Bulleted list of recommend credentials to do the job.**

**Hourly Rate of Pay Range – Appropriate pay rate range. Colorado minimum wage is $12.32 (as of January 2021).**

**Essential Job Duties –** **Include two or more job duty categories with at least two bulleted duties/responsibilities per category. No job duty category should be <10%. The percentage of all Essential Job Duties used must total 100%. Please list Essential Job Duties in descending order.**

**Job Duty Category: Percentage of Time**

* Duty/Responsibility

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* Duty/Responsibility

*Examples:*

**Administration Support: 60%**

* Organize and assemble fair materials used by both fair staff and volunteers.
* Assist in the production of marketing materials or other published resources as needed.
* Perform basic administration tasks within the Extension Office.
* Build and innovate an environment of teamwork and collaboration within the office, in the county as well as with external partners.

**Program Planning, Development, and Delivery: 40%**

* Promote and represent Extension and Extension programming throughout the community and within County government; engage staff to do the same.
* Assist the 4-H Agent(s) in planning, promoting, and serving at several 4-H sponsored events including but not limited to: 4-H programming, Area joint events, Fairs, etc.
* Help establish youth programming that will reach new and existing 4-H families.

**Required Application Documents – Material applicants must submit to complete application. Resume is required.**

Resume

*Examples of required or optional application documents:*

Cover Letter

Unofficial Transcript

Special Document (explaining what to include, such as answering how applicant meets each qualification)

**Optional Application Documents – Materials applicant may submit. This is not required.**

**References – Listing of professional references name, title, organization, relationship, contact phone, and contact email. Indicate one of the following:**

Yes. # minimum and # maximum.

No references requested.

**Search Contact Email – Should the applicants have questions about the position, who should they contact.**

**Internal or External Posting – Internal job postings are only viewable to CSU employees or those with the direct posting link. External Postings are viewable to the public.**

**Closing Date OR Length of Posting – Postings must be advertised for a minimum of 1 day. Please give a few business days for the posting to get added to the Talent Management System.**