



## **Anderson County University of Tennessee Extension County Program Assistant**

The University of Tennessee Extension Office in Anderson County is seeking a Full Time County 4-H Program Assistant. This position will work under the direction of the Anderson County 4-H Extension Agent to provide administrative support and 4-H educational programming, with an emphasis on in-school 4-H clubs and project groups. Minimum requirements include H.S. Diploma, valid driver's license and reliable transportation. Some night and weekend work required; some out of county travel required. Applicant must have excellent written and verbal communication skills. Preference will be given to candidates with an advanced degree (or two prior years relevant experience with teaching children); prior 4-H experience with demonstrated success at the regional and state levels; and proficiency with MS Word, Publisher and Excel. Pay range \$9.00 - \$10.00 based on experience.

Interested applicants should submit application to Cathy Best, Director of Human Resources, Room 104 Anderson County Courthouse, 100 N. Main Street, Clinton, TN 37716 by Friday, November 15, 2013.

Anderson County Government is an Equal Opportunity Employer.