JOB OPPORTUNITY #1

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Req. Number: 20150291
4-H Program Assistant
University of California, Office of the President
Organizational Area: ANR: California 4-H Youth Development Program
Location: University of California, Davis

Job Close Date: 6/5/2015

As the first point of contact, under supervision of the Youth, Families, and Communities (YFC) Business Manager, provide administrative and programmatic support specific to the activities of the California State 4-H Youth Development Program. Assist with the coordination of statewide events and meetings. Provide administrative support to the 4-H Advisory Committees. Serve as the State Office respondent to programmatic inquiries. Provide administrative support to the YFC Unit in the ANR Building as needed. Promote, in all ways consistent with the other responsibilities of the position, Accomplishment of the Affirmative Action goals established by the Division.

For the full job description, go to https://jobs.ucop.edu/applicants/Central?quickFind=58450