

College of Agriculture/AAES
Supplemental Information for Determining Position on Career Ladder:
Administrator, Outreach Programs

Attach a current resume for Employee

Employee _____ Date _____
Supervisor _____

Form is to be completed by employee and employee's supervisor. To ensure accurate placement of the employee on the career ladder, the supervisor should give as many specific details as possible on the position, in the following areas:

Kind of Activities: (Describe in 2-3 sentences the outreach and/or extension areas and details about the specific programs, publications and responsibilities that the employee does. If necessary, continue on additional sheets)

Independence: (Comment on the level of independence which the employee has in executing the planning of programs, conducting needs assessments, meeting with clientele, and managing activities of a specific program. Explain at what level the employee interacts with the supervisor and at what level he/she is totally independent. Give specific examples, if possible.)

Responsibility: (Comment as specifically as possible on the overall responsibility given to the position; i.e., "Is responsible for plans of work for outreach programs"; or "is responsible for coordinating submission of grant or fundraising proposals"; or "is responsible for creation and maintenance of a database that tracks")

Supervision: (If applicable, list names and titles of any persons whom the employee supervises and explain the level of supervision.)

Knowledge and skills required: (Explain the specific knowledge level and/or special skills required for the position; i.e., “Excellent interpersonal communication skills are required to...” OR “Strategic planning skills are required to.....”)

Presentations, proposals and reports: (Does the employee participate in preparation of proposals for funding of outreach/extension programs, development of marketing plans, manage or assist with the development and maintenance of budgets? Explain in detail, e.g., “Employee writes portions of competitive grants.”)

Outreach and/or extension activities: (Explain the number and type of activities where the employee interacts with the general public, students, legislators, etc. Be specific and inclusive, i.e., “An average of 3-5 meetings/month are conducted to explain or present.....”)

Additional Comments: (Example: “John Smith continues to serve in leadership position having served most recently as.....”)