



Position: Part-time 4-H Embryology Assistant

New Castle County 4-H is seeking enthusiastic people to join our team. We provide New Castle County schools with the 4-H Embryology in the Classroom class enrichment program each spring. The Embryology Assistant will assist with the scheduling of this program as well as delivery and pick up of equipment and chicks from the county schools. This position is for 10-12 hour/week mid-February through the end of May.

Major Responsibilities:

- Assist with logistics of scheduled 4-H Embryology programs. Tasks may include scheduling of school drop off and pick up times and summary of evaluation data etc.
- Assist with the development of promotional materials, flyers and other documents.
- Assist with packing and cleaning of equipment.
- Assist with drop off on Mondays and pick up/drop off on Fridays.

Qualifications:

- High School Diploma or GED
- Valid driver's license
- Familiarity of Cooperative Extension and 4-H programs
- Excellent organizational, management and human relations skills
- Ability to maintain a positive attitude and collaborative work environment

Special Requirements: This part-time position is 10-12 hours per week and requires availability on **Monday** and **Friday**. This is a seasonal position running from mid-February – May and does not offer benefits. Ability to lift 50lbs, a valid driver's license and reliable means of transportation are required.

To Apply:

Please e-mail your cover letter, resume, and two references to Jenny Trunfio jtrunfio@udel.edu

Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>

udel.edu/4-h



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