



## **WNEP Office Associate Position Check List**

**Please prepare the following documents and submit by October 23, 2009.**

1. Cover Letter of Application
2. UWEX Application
3. Resume

**Finalists will be notified to set up an appointment for the computer skills test. If you are selected, you will need to bring the following with you to the test:**

1. Evidence of HS Graduation or GED Certificate
2. Evidence of WI residency
3. Work Related References (Maximum of 3):
  - Reference Name and Job Title
  - Name & Address of Employer
  - Your Position within Company
  - Name & Position of person who directly supervised you
  - Dates of employment
  - Reference Person's day & evening Phone Numbers and availability for Telephone Interview

**Interviews will be scheduled with the top finalists.**

UW EXTENSION – Nutrition Education Office Associate - Limited Term Employment (subject to annual renewal). \$10.50/hour – maximum 20 hours/wk. (no other benefits). WISCONSIN RESIDENCY REQUIRED. Required clerical duties include database and competency in MS Office Word, Publisher, PowerPoint & Excel (2003 or 2007). Skill test required for finalists. Submit cover letter, resume and application by **October 23, 2009** to: Toni Rogers, 300 Taconite Street, Hurley, WI 54534. Application & position description available at UW Extension Office, Iron County Courthouse or <http://iron.uwex.edu/wnep>. University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.

Attach:           Position Description  
                      Application