**Junior Specialist NEX in \_(Discipline or program name)\_\_\_\_\_\_\_\_\_**

**Position Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Effective Date Range:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose and Clientele**

This position will support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*programs? or whatever unit is making this appointment request*) of the University of California Cooperative Extension office in \_\_\_\_\_\_\_\_\_\_\_\_ County or at what REC) by providing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*what work in general terms*). The position will be headquartered in \_\_\_\_\_\_\_\_\_\_ (*City*), CA and may support \_\_\_\_\_\_\_\_\_\_\_ (*if this is an accurate statement*) in neighboring \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*counties or Research and Extension Centers*) where there are ongoing multi-county research projects (*if this is accurate*).

**Academic Program Major Responsibilities (use whatever action verbs accurately describe the intended Junior Specialist duties**

* Assist\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Perform \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Conduct\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Research \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Sampling \_\_\_\_\_\_\_\_\_\_\_.
* Perform arthropods pest counts using hand lens and microscope both in the field and lab.
* Collect, report, enter, and analyze \_\_\_\_\_\_\_\_\_\_\_\_.
* Assist \_\_\_\_\_\_\_\_\_\_\_\_\_ when needed.
* Support the CE advisor in developing and implementing UC ANR Cooperative Extension applied research and extension programs to identify priority needs of the clientele that are consistent with the ANR Strategic Vision.

**Affirmative Action**

Comply with all applicable federal and state laws and regulations, and all University policies regarding affirmative action, including the prohibition of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, physical or mental disability, age, veteran status, medical condition, ancestry, or marital status.

**Relationships**

Will be under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*CE Advisor or whomever*) \_\_\_\_\_\_\_\_\_\_in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Count or REC, (*wherever applies*). Will work cooperatively with \_\_\_\_\_\_\_\_\_\_\_\_\_ *(if this statement applies*).

**Qualifications**

*Identify the minimum degree requirement and specialty discipline relevant to the nature of the intended job duties.* Successful candidate must possess a minimum of a baccalaureate degree. Specialty or professional experience must demonstrate the ability to \_\_\_\_\_\_\_\_\_\_\_, work independently, as well as accomplish team-based research and education programs consistent with the UCCE's mission *(or make whatever statements represent the body of intended work assignments*. *Read APM Section 330 to understand and include in this section statements that are relevant to the policy section and the job duties.*

Furthermore, experience must demonstrate:

* The ability to communicate and extend technical information in an understandable manner;
* The ability to work with people who may have a diversity of views and values;
* Literacy in \_\_\_\_\_\_\_\_\_\_.
* Etc.
* Etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Type Name of Appointee under line)* Date

*(Sign on the signature line)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Type Name of Supervisor under line)* Date

(Sign on the signature line)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Type Name of County Director* Date

*or REC Director as applicable)*

*(Sign on signature line)*