



**Job Title:** Program Assistant (Part-Time)

**Department:** Family and Consumer Sciences

**Reports to:** FCS Program Leader

**FLSA Status:** Non-Exempt

**Job Summary:**

The Family and Consumer Sciences (FCS) Program Assistant with the WVSU R&D Corporation will provide **part-time** support to the FCS Extension Educator in delivering community-based nutrition and health education programming. The primary worksite will be Community Bridge in Saint Albans, with responsibilities focused on assisting with program logistics and participant engagement. This position supports the mission of the WVSU Extension Service by helping ensure effective implementation of nonformal educational programs.

**Duties and Responsibilities:** This position is essential to the smooth operation of FCS programming by strengthening administrative efficiency and enhancing participant experience during community-based educational activities. This position is employed by WVSU Research and Development Corporation.

**Description of Duties:**

- Assist the Extension Educator with preparation and setup for nutrition and health education sessions, including assembling materials and organizing supplies.
- Support hands-on cooking demonstrations by assisting with food preparation, ingredient portioning, equipment setup, and participant guidance as directed.
- Ensure proper food safety practices and assist with cleaning, sanitizing, and breakdown of equipment and instructional spaces following program sessions.
- Assist with participant registration, sign-in procedures, and distribution of educational materials.
- Support data collection activities, including distributing and collecting pre- and post-surveys and other evaluation tools.
- Provide general logistical support during program delivery to allow the Extension Educator to focus on instruction, facilitation, and program leadership.
- Maintain a professional and welcoming environment for participants and community partners.
- Other responsibilities as assigned

**Supervisory Responsibilities**

This position does not have supervision responsibilities.

**Qualifications**

The Family and Consumer Sciences Program Assistant should possess effective oral communication skills and the ability to interact professionally with participants, community partners, and the Extension Educator. The position requires dependability, organizational ability,

and a willingness to collaborate in support of program delivery.

### **Education and/or Experience**

Effective candidates should have a high school diploma or a GED. Training in nutrition, health, education, food service, or a related field is preferred but not required.

### **Other Qualifications**

- Experience assisting with community programs, group activities, or educational workshops preferred.
- Basic knowledge of food preparation and kitchen safety practices is desirable.
- Experience with participant registration, recordkeeping, or survey collection is helpful.
- Demonstrated ability to work collaboratively in a team-oriented, community-based environment.
- While advanced presentation experience is not required, the assistant should be comfortable engaging with participants in group settings and assisting with instructional activities.
- An interest in health and nutrition education and a positive, community-oriented attitude are essential. Demonstrate reliability, teamwork, and a commitment to supporting community-based programming and participant engagement.

### **Certificates and Licenses Required**

Valid WV driver's license required.

### **Physical Demands**

The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to stand for extended periods during food preparation and instructional activities.
- Frequently required to use hands for food preparation, handling kitchen utensils, and operating small appliances.
- May be exposed to typical kitchen environments, including heat from stoves or ovens.
- Must be able to lift and/or move materials weighing up to 25–30 pounds (e.g., educational supplies, demonstration equipment).
- Requires close vision, distance vision, and the ability to adjust focus for computer use and instructional activities.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations with appropriate documentation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **To Apply:**

PREFERRED: Information accepted as e-mailed in Word or PDF format to [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu). Qualified candidates may submit a cover letter, résumé,

unofficial transcript, and three professional references (name, title, address, phone number, and e-mail address).

**Closing Date:** This position will remain open until filled. However, first consideration will be given to applicants who reply by **March 13, 2026**.

**Hard copy applications may be sent to:**

West Virginia State University Research and Development Corporation,  
ATTN: Search Committee for: Extension Educator for Family and Consumer Science  
PO Box 1000, 201 Byers Administration Building  
Institute, WV 25112

**AAP/EEO Statement**

West Virginia State University is an equal opportunity, affirmative action institution. No person shall be denied admission to educational programs, activities or employment based on any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status.

West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities. To request disability accommodation, contact Michael Casey or email: [ada@wvstateu.edu](mailto:ada@wvstateu.edu).

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state, and local law, or arising under Title IX, should be directed to: [carloyn.stuart@wvstateu.edu](mailto:carloyn.stuart@wvstateu.edu)

**Women, minorities, people with disabilities, and veterans are encouraged to apply.**