2017 University U Assistant Job Description

This year we are seeking applicants from prior Focus Assistants who will be part of the first 4-H Career Explorations University U Team.

Focus Assistants are vital to the success of the Conference. They play essential leadership and support roles to all participants and Conference Coordinators. This year we have expanded the Focus Assistant experience to include an experience with the University U program. Each year we ask educators who have explored Cornell’s campus to assist us in navigating their groups around campus to six unique workshops, a guided tour, and help 4-H members and adults make connections to Cornell. This year we are pleased to draw deeper connections and to have you help us infuse more youth voice into our University U program.

Requirements
Applicants must:
- Demonstrate mature, responsible behavior, and they must be able to assume leadership responsibilities among teens and/or peers.
- Be at least 16 years old.
- Have participated in a Focus for Teens program before.
- Have served as a Focus Assistant in a previous year.
- Submit a 2017 Career Exploration Teen Leader Application.
- Submit a 4-H Career Explorations registration form when Registration opens.
- Be available to participate in the:
  - Winter Planning Retreat, March 10-11, 2017
  - On-Campus Training Day, June 26, 2017
  - Career Explorations Conference, June 27-29, 2016

Responsibilities
- Serve as responsible, mature role models for 4-H Conference participants.
- Help to ensure that the 4-H Career Exploration’s University U program runs smoothly.
- Assist with the opening ceremony.
- Gather assigned University U group.
- Walk participants to assigned program areas.
- Help participants to fully participate in department programs.
- Participate fully in your University U program.
- Work alongside the University U adult leaders
- Assist participants throughout the duration of the program.

Benefits
- Strengthen leadership and job readiness skills
- Opportunity to connect with Cornell partners, Cornell Cooperative Extension Educators, other youth leaders, and peers from across New York State
- Help Career Explorations be as successful as possible
- Event participation scholarship: FAs who are selected to join the team by the advertised application deadline will received a full fellowship, covering all registration fees and early arrival fees. Those who are selected after the advertised deadline have their early arrival costs covered and get $100 off their event registration.