AGRI PROGRAM ASSISTANT/ASSOCIATE

The Department  Animal and Dairy Sciences of Auburn University is seeking candidates for the position of Agri Program Assistant/Associate. This individual in this position will assist with the on-going development, implementation and coordination of daily activities associated with the Alabama Beef Connection grant. Responsibilities include but are not limited to: coordinate cattle identification, tracking of cattle from sale to harvest, and co-mingled calf sales at auctions; maintain database and website; develop reports, graphs, educational material and presentations; assist in the preparation of grant proposals; communicate with program partners (Alabama BCIA, Alabama Cattleman's Association, ALFA, Alabama Ag & Industries and Alabama Livestock Marketing Association), Auburn University faculty and staff, producers, owners, buyers, data collection agency and packing facilities personnel; and provide financial management of producer funds, billing and collection of fees.

The minimum qualifications are a Bachelor's degree in Animal Sciences, Agricultural Economics, Agricultural Science or Vocational Agriculture with an emphasis in beef cattle or related agricultural discipline. Knowledge of beef cattle is essential. Excellent interpersonal and written communication skills, demonstrated technical excellence, and the ability to work both independently and in a team environment are also required. Experience and knowledge of computer applications such as word processing, desktop publishing, spreadsheets, e-mail and internet access is required. Candidate selected for this position must be able to meet eligibility requirements for work in the United States. Please utilize the attachment feature of the on-line application system and attach the following: cover letter and resume. Only complete application packets will be considered for selection. Salary will be commensurate with education and experience.

Experience with beef cattle and a MS degree in Animal Sciences, Agricultural Economics, Agricultural Science or Vocational Agriculture with an emphasis in beef cattle is desired.

Minorities and women are encouraged to apply.

Refer to Requisition # 20768 and apply on-line at:

www.auemployment.com

on any computer with Internet access. If you need any assistance, contact Auburn University's Department of Human Resources at (334) 844-4145. Internet Access is also available through your local state employment service office and public library.

Review of applications will begin after September 14, 2004.

Auburn University is an Affirmative Action/Equal Opportunity Employer.