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|  | **Virginia Governor’s School for Agriculture** 214 Litton Reaves Hall (0343) Blacksburg, Virginia 24061 540-231-6836 agschool@vt.edu |

The Virginia Governor’s School for Agriculture is seeking qualified applicants for an on-site director for the summer 2021 program. Days of work will be May 25 to August 9, 2021.

If interested in this unique opportunity, please complete the employment application, submit a resume, and a cover letter stating your interests and qualifications for the position. **Submit all required documents to the Virginia’s Governor’s School for Agriculture via email at** [**agschool@vt.edu**](mailto:agschool@vt.edu) **by March 31, 2021.**

**Overview of the On-Site Directors Responsibilities**

The On-Site Director is responsible for the day to day running of the Governor’s School for Agriculture (GSA) ensures that the program runs smoothly. The On-Site Director oversees the Governor’s School Leaders (GSL) who work one-on-one with the GSA students and provides oversight for administration and logistics before, during, and after the GSA program. The On-Site Director. The on-site director will be selected for their experience in education and training and program management.

**Note About Modality**

Due to the Coronavirus pandemic, we plan on hosting the Governor’s School for Agriculture in a hybrid format, with the hope that we will be able to bring students to campus in some form. We are still planning exact details.

For further information or to access an application, go to:  
<https://www.alce.vt.edu/signature-programs/governors-ag-school.html>

Please see page 2 for a full position description.

Sincerely,

Kellie Claflin, Ph.D.   
Director, Governor's School for Agriculture

**Virginia Governor’s School for Agriculture On-Site Director Position Description**

The Virginia Governor’s School for Agriculture seeks an On-Site Director to help support 100 talented and gifted youth from across the Commonwealth grow in their understanding of agriculture, have a college preparation experience, and to build a safe and fun environment for all students.

**What does the On-Site Director do?**

*Note: Due to COVID-19, responsibilities are still being determined as we heed public health and Virginia Tech recommendations. The description below is still accurate, but may change due to restrictions.*

The on-site director assists the program director with aspects of planning the Governor’s School for Agriculture (GSA) before the 4-week program (June 27-July 24, 2021) including both administrative and educational program tasks. The on-site director works directly with the governor’s school leaders (GSLs) who work closely with the GSA students including paperwork, training, and communication during GSA. The on-site director is responsible for gathering materials, reserving rooms/vehicles for program related events, and ensuring everything is ready for GSLs and students. At the conclusion of the GSA program, the on-site director will lead the program evaluation.

**The on-site director needs to be willing and able to:**

* Stay in the residence halls when students are on campus.
* Facilitate learning activities and support in virtual and in-person modalities.
* Have a valid driver’s license and be willing and able to drive a 12-passenger van.
* Be comfortable being in a leadership role for high-school and college aged youth.
* Support youth learning in formal classroom and non-formal social settings.

**Required Skills & Basic Qualifications:**

* A bachelor’s degree in agricultural education or related fields.
* Must be able to respond to direction by supervisor and peers alike in a very dynamic environment.
* Demonstrate high-levels of critical thinking and problem-solving skills in their work with youth, and in orchestrating programmatic logistics.
* Strong academic writing, critical analysis and problem-solving skills.
* Be self-directed and a committed to excellence in order to be successful.
* Ability to use Zoom and Google Drive with a willingness to learn and use other technology to implement a successful program.

**Preferred Qualifications and Experience:**

* Currently completing a M.S. or Ph.D. in agricultural education or related fields.
* Experience with teenagers in a non-formal residential or day camp setting, or previous teaching experience is strongly preferred.
* Formal training in technical writing is strongly preferred.
* Hands-on experience with, and a passion for, the agriculture industry is preferred.
* A passion for youth development in the context of agriculture is preferred.

**Benefits**

The on-site director base pay is $7,000, with potential free room and meals on the VT campus on the days students are allowed on campus. The on-site director’s employment contract runs May 25-August 9, 2021.

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY  
*An equal opportunity, affirmative action institution*

**Application for Employment  
VIRGINIA GOVERNOR’S SCHOOL FOR AGRICULTURE**

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**

**214 LITTON REAVES HALL**

**BLACKSBURG, VA 24061**

**(540) 231-6836**

The Virginia Governor’s School for Agriculture is an equal opportunity employer. We encourage all persons to file applications with us. We and Virginia Tech do not discriminate against employees, students, or applicants on the basis of race, sex, disability, age, veteran status, national origin, religion, political affiliation or sexual orientation.

All job offers are contingent upon the successful completion of a background process, which may include a police records check.

Please print legibly, this application is part of the examination process, resume must be attached, but is no substitute for completing this application.

## Applicant Information

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| Full Name: |  |  |  | Date: |  |
|  | Last | First | Middle Initial |  |  |

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| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

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| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

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| --- | --- | --- | --- |
| Phone: |  | Email |  |

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| --- | --- | --- | --- | --- | --- |
| Driver’s License Number: |  | State |  | Expiration Date/Restrictions |  |

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| --- | --- |
| Position Applied for: |  |

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| Are you a citizen of the United States? | YES | NO | If no, are you a legal alien? | YES | NO |

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| Are you related to anyone working with the Governor’s School or Virginia Tech. | YES | NO | If yes, provide the name of relative, relationship, and department. |  |

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| Have you ever been convicted of a misdemeanor or felony by court of law or military tribunal? | YES | NO |  |

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| --- | --- |
| If yes, explain:  Employment will depend upon the nature of the offense, and the conduct of the applicant since the offense was committed. |  |

## Education

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| --- | --- | --- | --- |
| High School: |  | Address: |  |

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| College: |  |  | Address: |  |  |  |  |  |  |  |  |  |

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| Current Level: | Freshman | Sophomore | Junior | Senior | Masters | PhD |  |  |  |  |

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| From: |  | To: |  | Major: |  | Degree: |  |

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| Other: |  | Address: |  |

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| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

## References

Please list three professional references.

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| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Email: |  |  |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Email: |  |  |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Email: |  |  |  |
| Address: |  |  |  |

## Experience

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| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| --- | --- | --- | --- |
| Job Title: |  |  |  |

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| Responsibilities: |  |

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| From: |  | To: |  | Reason for Leaving: |  |

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| May we contact your previous supervisor for a reference? | YES | NO |  |
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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| Job Title: |  |  |  |

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| Responsibilities: |  |

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| From: |  | To: |  | Reason for Leaving: |  |

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| May we contact your previous supervisor for a reference? | YES | NO |  |
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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| Job Title: |  |  |  |

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| --- | --- |
| Responsibilities: |  |

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| From: |  | To: |  | Reason for Leaving: |  |

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| May we contact your previous supervisor for a reference? | YES | NO |  |

## Military Service

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| Branch: |  | From: |  | To: |  |

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| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

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| --- | --- |
| If other than honorable, explain: |  |

## Disclaimer and Signature

*I hereby certify that all statements made in this application are true and complete to the best of my knowledge, and I understand that false statements are cause for rejection of application, removal of name from eligible list or dismissal from position with the governor’s school for agriculture.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |