Position Announcements

<table>
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<th>Position Announcements</th>
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<td>Office Associate, SNAP-Ed</td>
<td>1.0 FTE</td>
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<tr>
<td>North West Regional Office, Bowling Green, OH</td>
<td>JR# 422971</td>
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<tr>
<td>Post Date: October 29, 2016</td>
<td>Deadline Date: November 13, 2016</td>
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<td>To Apply</td>
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Office Assistant

| Hardin County, Kenton, OH | .5 FTE |
| JR# 422985 |
| Post Date: October 29, 2016 | Deadline Date: November 6, 2016 |
| To Apply | |
Open Enrollment . . .

**BuckeyePass Login Required for Benefits Open Enrollment . . . (Source: onCampus Today)**

The Employee Self Service system, which you use to access Benefits Open Enrollment, is now protected by BuckeyePass, a new multi-factor authentication service. With BuckeyePass, your paycheck, benefits, leave and other personal information will have extra protection beyond your password. If you haven’t already registered for BuckeyePass, be sure to register before Open Enrollment begins Tuesday (11/1). The service is easy to use, and registration is fast and simple. If you have already registered for BuckeyePass, you do not need to register again. Read more Contact

**Additionally -**

Open Enrollment for 2017 benefits ends **November 15, 2016**. Open Enrollment is the one time each year for employees to access their benefits and needs for the coming year. Benefits-eligible employees can use Infor med Enrollment Online (now MyBenefitsMentor) in Employee Self Service to compare potential costs between available medical plan options. Watch a recorded webinar or register for a live webinar at [http://go.osu.edu/learn-oe](http://go.osu.edu/learn-oe)

**4-H Foundation Grants Due . . .**

Reminder that the deadline for Ohio 4-H Foundation Grants is November 6 at 11:59 p.m. All forms and information can be found at [http://www.ohio4h.org/foundation/foundation-grant-programs](http://www.ohio4h.org/foundation/foundation-grant-programs). Contact Beth Frey ([frey.215@osu.edu](mailto:frey.215@osu.edu)) if you have any questions.

**Fall Back . . .**

A reminder that this Saturday, November 6 is when we set the clocks back one hour.

**Happy November Birthdays . . .**

- November 2 Vickie Griffith – Program Assistant, Defiance County
- November 4 Deb Buehrer – Office Associate, Wood County
- November 6 Florian Chirra – Educator/Director, Williams County
- November 6 Chris Hogan – Research Associate, Wood County
- November 8 Bonnie Malone – Educator, Huron County
- November 16 Kelly Gonyer – Office Associate, Wood County
- November 16 Kathy Phillips – Office Associate, Huron County
- November 19 Mary Beth Mylander – Office Associate, Sandusky County
- November 19 Gail Ritzler – Office Assistant, Lucas County
- November 20 Karen McDougall – Program Assistant, Hancock County
- November 22 Mary Beth Albright – Educator, Erie County
- November 24 Jason Hartschuh – Educator/Director, Crawford County

**OutStanding U!**

_Northwest Region Newsletter_
Update on University General Records Retention Schedule
(Source: onCampus Today) . . .

In early September, the University Archives launched the most up-to-date University General Records Retention Schedule. All employees are encouraged to review the new retention schedule to make sure they are following the latest requirements. The schedule has been highlighted to identify additions and changes. In particular, note changes to records maintained by centralized campus units (page 3), expanded definitions for “Active +” for various record types and significant changes to the human resources records.
→ Read more
→ Contact or 614-292-3271

Finance Update Posted (Source: Cindy Buxton) . . .

An October Finance Newsletter has been posted. We normally call this the Business Operations Center update but there are some general finance topics in this one! A PDF version is available.

In this issue:
• Workday Update
• Finance Process Change – Transferring & Depositing Funds, Federal Benefits
• Vendor Maintenance Changes
• Staples – Save up your purchases
• Airport Parking
• Daily Parking Passes
• Calendar Year Purchase Order Renewals are due 11/04/2016
• Bank Statements will be required soon
• 4-H Volunteer Background Checks
• Extension Administration Professional Presentation Support

Ed Tech News (Source: u.osu.edu/extensionedtech) . . .

With a growing number of tools and technologies available, how do you know which is best for you? The Ed Tech Unit has developed a list of tried-and-true educational technology tools that we feel are great options to include in your digital content strategy. We’ve organized the tools based on specific goals you may have for your county or program. Read more . . .
Congratulations to support staff from across the state who were award winners at the TERSSA National Conference held October 18-19 in Columbus.

- Linda Good, Office Associate, Miami County [and 2016 TERSSA President] and Marianne Guthrie, Office Associate, Ross County – recipients of the two TERSSA scholarships
- Vickie Snyder, Office Associate, Southeast and Central Region – recipient of the 2016 TERSSA Above and Beyond Award
- Debby King, (North Carolina State University), 2016 TERSSA Executive Board Award
- Dana Braswell, (North Carolina State University), 2016 TERSSA Excellence Award
The National Extension Conference on Volunteerism is now accepting Proposals for Presentations and Posters.

National Extension Conference on Volunteerism  
April 10-13, 2017, Asheville, North Carolina  
https://go.ncsu.edu/necv  
https://www.facebook.com/1NECV/

- Proposals due 11/1/2016
- 2017 NECV Registration will open January 1st, 2017
  - Begin lining up your funding to attend now!
- $275 Early Bird (received by 2/15/2017)
- $350 Regular (received after 2/15/2017)
- $150 One day rate

This conference is designed for professionals of all disciplines within Cooperative Extension who work with volunteers and/or manage volunteer programs. Workshops, keynote presentations, poster sessions, lightening talks, and super seminars will address key issues related to volunteer development and volunteer program management.

10. Get out of your box!

See the best of how volunteers are being managed in a variety of different platforms across the country and across disciplines (Family Consumer Science, Extension Master Gardeners, 4-H Youth Development)

9. Engage in Workshops, Presentations, Poster Sessions and More!

Invest in your own professional development.

8. Become Inspired by Keynote Presenter John Paul Chaisson Cardenas!

7. Share in a 3 minute Lightening Round

Bring a few slides and share one of your successes, present in front of a national audience.

6. Present a National, Peer Reviewed Poster!
Proposals due 11/26/2012

5. Come to Asheville North Carolina.

4. Get Connected!

Nothing like face-to-face for developing professional relationships and partnerships.

3. Deliver a National, Peer Reviewed Presentation!

All presentations are peer reviewed prior to acceptance. Proposals due 11/01/2016

2. It’s a Bargain, a great investment in promotion & tenure!

1. Create a National Peer Reviewed Publication with no page charges!
Save the Date!

Friday, November 4th at 10am EST
WEBINAR: Making Room for Maker Spaces
with guest host Mark Light

Learn how Hardin County is making their Extension office a destination again by creating a hands on learning space and setting aside space for Makers. Explore how this office is transforming extension offices to be prepared for the future of learning.

CLICK HERE TO JOIN COFFEE BREAK

To join by phone, dial: +1 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll)
Meeting ID: 635 890 237

This webinar will use the Zoom platform. Participants will automatically be joined into the webinar with webcam video (if applicable) and audio.

Questions?
Contact Jamie Seger or Danae Wolfe
Blog Links . . .

- CFAES Weekly News Digest – [http://u.osu.edu/cfaesadmin](http://u.osu.edu/cfaesadmin)
- Extension Director, Roger Rennekamp – [http://u.osu.edu/conspectus/](http://u.osu.edu/conspectus/)
- Community Development – [http://u.osu.edu/extensioncd/](http://u.osu.edu/extensioncd/)
- Ag Law – [http://aglaw.osu.edu/blog](http://aglaw.osu.edu/blog)

Important Dates and Deadlines . . .

If there are dates that apply to many that you would like to see included in this section of the newsletter, please send them to Carol at bottoms.6@osu.edu.

**NOVEMBER:**
1 – 4-H Professional’s Update, 4-H Center, Columbus
2 – Assuring Quality Care for Animals In-service, 4-H Center, Columbus

**DECEMBER:**
6-7 – Extension Annual Conference, Ohio Union, Columbus