

JOB DESCRIPTION FOR GRIGGS COUNTY ADMINISTRATIVE ASSISTANT FOR NDSU EXTENSION

Griggs County is offering a part-time non-benefitted administrative assistant position, open immediately. The administrative assistant will work up to 15 hours per week at \$18.48 per hour through December 31, 2024 and at \$19.07 per hour during 2025. This individual will work exclusively for NDSU Extension Griggs County Office. Job applications can be picked up and dropped off at the NDSU Extension Office at the Courthouse or visit the Griggs County website at <https://www.griggscountynd.gov/resources/jobs> to obtain the job description and application. Applications may also be submitted electronically to jeff.stachler@ndsu.edu. If you have any questions regarding this position, please call the NDSU Extension Griggs County Office at 701-797-3312. This job posting closes September 4, 2024 at 4:30 PM.

Position Description: The administrative assistant for NDSU Extension Griggs County serves as a support person for all NDSU Extension program areas. The candidate needs to be flexible, take initiative, prioritize, organize tasks, be kind and helpful to all clientele, work independently, and work some nights and weekends during critical times of the year to succeed in this position. The candidate needs excellent written and oral communication skills and computer skills.

Responsibilities: The position includes, but is not limited to, the following responsibilities:

- Answer and route incoming phone calls, greet and assist visitors entering the office, receive money, and answer the public's questions about services available.
- Help plan, organize, and assist with 4-H Achievement Days/Griggs County Fair including being present during the fair outside of office hours, 4-H Recognition Event, pesticide trainings and other county or district-wide events as needed.
- Respond to clientele requests for information by providing literature or, in the case of technical requests, have clientele speak with the County Extension Agent.
- Have proficiency in MS Office software (Word, Excel, Publisher, Outlook, and PowerPoint).
- Set-up and maintain administrative financial accounts, reports, reimbursements, and vouchers.
- Data entry and maintenance of various online records using specialized programs (4-H Online, Pesticide Certification, PEARS, FairEntry, and other programs) and production of reports.
- File and maintain educational publications, 4-H materials, and other materials. Order publications and other materials as needed.
- Design and prepare brochures and newsletters; proofread and edit materials created within the office. Prepare and send mailings of letters and newsletters.
- Maintains inventory of office supplies and equipment. Participate in regular office staff meetings to determine work priorities for the week, month, and year.
- Update and perform general maintenance of NDSU Extension Griggs County Website and online social media platforms.
- Other duties as assigned.

Professional Conduct, Appraisal and Development:

- Works under the direct supervision of NDSU Extension Griggs County Extension Agent.
- Must have a caring and outgoing disposition with all clientele, but especially 4-H youth.
- Establish and maintain effective working relationships with NDSU Extension and county colleagues, 4-H families, and organizations associated with the Extension office, and favorably represents Extension when interacting with the public.
- Participate in overnight support staff conferences and other professional development opportunities, provided by NDSU Extension to assist with the duties.
- Will participate with the Griggs County Extension Agent in an annual performance review.

Preferred (not required) Qualifications:

- Education and/or experiences related to agriculture.
- Former 4-H or FFA member or a working knowledge of 4-H.