

Administrative Assistant
NDSU Extension Service Griggs County

Position Description: The administrative assistant for the NDSU Extension Service in Griggs County serves as support person for all Extension program areas, which include: Community Vitality, Livestock Management; Farm Business Management; Crop Management; Natural Resource Management; Family Economics; 4-H Youth Development; Human Development and Family Science; Nutrition, Food Safety and Health; and Horticulture and Forestry. The ability to be flexible, take initiative, prioritize, organize tasks, and work independently is crucial to success in this position, as well as excellent written and oral communication skills. This position will cooperate with Deputy Treasurer and Road Department Assistant duties, collectively the position will be 37.5 hours per week, benefited and employment is through Griggs County.

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

- Answer and route incoming calls, greet and direct visitors, receipt money, and answer public's questions about services available.
- Responds to client requests in a general way by providing literature or, in the case of technical requests, by referrals to Extension Specialists in absence of Extension Agent.
- Position requires proficiency in MS Office software (Word, Excel, Publisher, Outlook, PowerPoint and Lync.)
- Set-up and maintain administrative financial accounts, reports, reimbursements and vouchers.
- Data entry and maintenance of various online records (4-H enrollments, Pesticide Certification, ES237, PEARS etc.) and reports.
- Files and maintains 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 mailings of letters and newsletters.
- Helps plan, organize, and assist with 4-H Achievement Days, 4-H Recognition Night, and other county or district-wide events as needed. Assist with county 4-H State Fair entries.
- Maintains inventory of office supplies and equipment. Participate in regular office staff meetings to update staff calendars and discuss office business to be conducted for the upcoming week or months.
- Update and perform general maintenance of county NDSU Extension Website and other online social media as needed.

Professional Conduct, Appraisal and Development:

- Works under the direct supervision of County Extension Agent when performing Extension duties
- Establishes and maintains effective working relationships with supervisors, staff, and organizations associated with the Extension office, and favorably represents Extension in contact with the public.
- Participates in Support Staff Conference and other professional development experiences, provided by NDSU Extension Service, as needed and appropriate to carry out duties.
- Will participate with County Extension Agent in an annual performance appraisal.