

**JOB DESCRIPTION****ADMINISTRATIVE ASSISTANT, PURDUE EXTENSION - WELLS COUNTY**

This position will be part of a team committed to enhancing Purdue Extension – Wells County. The successful candidate will work closely with Extension Educators, office staff, volunteers and the public. Responsibilities include:

- ❖ Answer telephones, take messages, and greet office visitors
- ❖ Assist with financial books and accounts, processing claims, and maintaining financial records
- ❖ Manage office data, computer files, and other electronic information
- ❖ Assist with marketing and organization of Extension programs
- ❖ Create, design, and proofread printed and virtual materials
- ❖ Maintain and order office supplies
- ❖ Other duties as assigned

**QUALIFICATIONS: REQUIRED**

- ❖ High School diploma or GED and 2 years work experience
- ❖ Must be a team player and demonstrate personal / interpersonal skills to interact effectively with the public
- ❖ Customer service mentality
- ❖ Ability to maintain confidentiality
- ❖ Excellent writing, speaking, and organization skills
- ❖ Ability to effectively use technology which includes: website management and social media; Microsoft programs – Publisher, Word, Excel, PowerPoint, and Outlook.
- ❖ Current knowledge of or ability to learn software: Canva, Salesforce, Teams, Google, Box/Dropbox, Adobe, and other internal and external software
- ❖ Ability to use office equipment such as: copier, fax machine, postage meter, folding machine, etc.
- ❖ Ability to work with minimal supervision, including prioritizing workloads to meet deadlines
- ❖ Ability to complete several tasks at the same time
- ❖ Transportation with valid driver's license and a safe driving record

**QUALIFICATIONS: PREFERRED**

- ❖ Knowledge of or experience with Purdue Extension programs (4-H Youth Development, Health & Human Sciences, Ag & Natural Resources)

**ADDITIONAL INFORMATION**

- ❖ 37 ½ hour work week (8 AM – 4:30 PM Monday – Friday)
- ❖ Wells County employee with benefits (medical, dental & eye – voluntary) (PERF required)
- ❖ Generous holidays and paid time off
- ❖ Occasional weekend and evening work required (especially in July)
- ❖ Ability to lift and carry 10 pounds frequently and 20 pounds occasionally
- ❖ A check of criminal conviction records and driving records will be made
- ❖ FLSA: Exempt (not eligible for overtime)
- ❖ Starting salary: \$36,330 (first 12 months)

**APPLICATIONS**

Applications are available from:

- ❖ Purdue Extension – Wells County Office, 1240 4-H Park Road, Bluffton, IN 46714
- ❖ [horan@purdue.edu](mailto:horan@purdue.edu) or [hoover21@purdue.edu](mailto:hoover21@purdue.edu) or call 260-824-6412
- ❖ Application deadline is January 31, 2023 – please return completed application, cover letter, and a current resume to above listed mailing address or email address
- ❖ Interviews will be held in February with a projected starting date of March 6, 2023