

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:

- ❖ Answer telephones, take messages, and greet office visitors
- ❖ Manage 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
- ❖ Assist with inventory and ordering 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, Zoom, 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, Community Dev.)

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: \$39,463 annually

APPLICATIONS

- ❖ Apply at: Purdue Extension – Wells County Office, 1240 4-H Park Road, Bluffton, IN 46714
- ❖ For more info, email horan@purdue.edu or mksteele@purdue.edu or call 260-824-6412
- ❖ Application deadline is November 21, 2025
- ❖ Please return completed application, cover letter, resume', and a sample of marketing material (flyer, newsletter, social media ad, etc.) to the above office or email address.