

Job Title: Extension Administrative Assistant
Location: Torrington, Goshen County
Full/Part Time: Part-Time (Up to 30 Hours/Week)
Department: University of Wyoming Extension, Goshen County
Open: February 2, 2018
Closes: February 16, 2018

PLEASE NOTE:

This position is located at the University of Wyoming Extension, Goshen County office in Torrington, WY.

GENERAL PURPOSE:

This unique professional position provides administrative support to University of Wyoming Extension, Goshen County office under the supervision of the County Coordinator. This position performs a variety of administrative support tasks such as: customer service relations, maintaining files and databases, producing reports and publications, scheduling meetings, answering telephones, ordering supplies, processing mail, copying and additional administrative tasks required to aid in the benefit of Extension.

SPECIFIC DUTIES:

- Enthusiastically, professionally and positively represent University of Wyoming Extension.
- Receive office visitors and phone calls courteously, diplomatically, discreetly and professionally and provide customer service assistance to internal and external parties. Maintain positive relationships with clientele, partners, volunteers, supporters, members, parents, staff and personnel at all times.
- Oversee the management of the University of Wyoming Extension, Goshen County office: ordering, organization and inventory of supplies and equipment; copy and organize community literature; create registration forms, surveys, and mailing lists; maintain office bulletin boards and office equipment; prepare and submit necessary reports and convene necessary meetings.
- Maintain a master calendar (desk) with all staff appointments, activities and events.
- Provide organized administrative support to 4-H Youth Development Educator, Ag & Hort Educator, Area Educators and Extension volunteers when required: accepting registrations and/or fees; managing databases; entry input; generating reports, newsletters, certificates and statistical information; collecting fees; distributing and providing information to the general public.
- Assist with accounting and financial record keeping and bill paying.
- Effectively create, design and prepare directories, publications, documents, registrations, surveys and forms for Educators; Proofread and edit own work, or the work of others, to correct errors in grammar, punctuation, spelling, sentence and paragraph structures.
- Assist 4-H Educator in the coordination and management of the Goshen County 4-H Program with duties including but not limited to: managing appropriate databases and finances; recruiting, training and retention of 4-H volunteers and members; provide effective communication utilizing a variety of formats; coordination, facilitation and support participation of 4-H related events (occasional evenings and weekends); maintaining social media and websites; effectively maintain and create successful community partnerships and foster a culture of positive youth development in 4-H efforts.
- Assist Extension staff in workload: office coverage and general office duties as assigned to ensure all office needs are met.
- Develop and maintain an organizational system for the Extension Resource Library and manage "lending logs" and check-out materials.
- Become familiar with Extension and non-Extension services to help direct public inquiries.
- Attend meetings, workshops or trainings to maintain current program information and ensure accurate program management. Report new updates and information to appropriate Extension staff.