

NOW HIRING

PART-TIME

ADMINISTRATIVE ASSISTANT

Located at the University of Wyoming Extension, Goshen County office in Torrington, WY.

This unique professional position provides administrative and clerical support to Extension Educators serving Goshen County.

Essential Duties: This position provides administrative support to UW Extension Educators serving Goshen County. Duties include, but are not limited to: customer service, maintaining files and databases, producing reports and publications and may require occasional evening and weekend work.

Preference will be given to applicants with a minimum of two years professional experience, Microsoft Office experience, record maintenance and management experience and those with excellent organizational and communication skills. Successful candidate will possess a strong attention to detail, effective problem resolution skills and general understanding of UW Extension.

Required Materials: Application, professional résumé, and cover letter must be received by February 16, 2018.

For more information and application materials, stop by the Extension Office :

4516 US HWY 26/85 Torrington, WY 82240

Phone: (307) 532-2436

Email: mbrittin@uwyo.edu

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