

POSITION DESCRIPTION
COUNTY OF STARKE, INDIANA

POSITION: Part Time Program Assistant
DEPARTMENT: Purdue University Cooperative Extension Service
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m. Monday-Friday (3 days a week)
STATUS: Part Time

The job requires continual interaction with office staff, clients, and volunteers. In addition, the Office Manager will be in regular contact with Purdue University staff, other county Extension office personnel, and the Area X office of Purdue Extension. Good communication skills, both written and verbal, are required.

To perform the position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Starke County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

DUTIES:

Answers telephone and greets visitors, determines nature of call, responds to questions or directs caller to appropriate person, department, or agency. Maintain appropriate professional appearance and demeanor.

Assists Educators, including planning and delivering existing and new programs.

Assembles and distributes information necessary for implementing and promoting events for Purdue Extension. Assists with social media and Purdue Extension web site.

Performs a variety of clerical duties as assigned, including entering information into computer, filing/copying documents, composing/typing/copying various documents, stuffing envelopes, and processing mail. Performs internet research for educational materials as needed.

Prepares meeting notices, postcards, informational flyers, brochures, and other various documents as required, written and electronic.

Creates, edits, reproduces, and prepares various newsletters and handles mailings for club project leaders as requested. Posts newsletter to web site and emails to appropriate groups.

Assists with scheduling meeting room and coordinating staff calendar.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

High School diploma or GED required with minimum of one (1) year experience.

Knowledge of Standard English grammar, spelling and punctuation with ability to speak clearly, and perform simple arithmetic calculations to prepare various documents and reports as required. Ability to assist Extension Educators with preparation of public presentations.

Knowledge of computer software including Microsoft Publisher, Word, Excel, and department databases.

Ability to operate standard office equipment, including computer, calculator, fax machine, copier, laminator, and telephone. Ability to maintain accurate files.

Knowledge and ability to utilize technology to assist with social media and Extension website.

Knowledge of Department operations with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department records and information according to state requirements. Ability to maintain accurate, timely files.

Ability to understand, memorize, retain, and carry out written or oral instructions and present finding in oral or written form.

Ability to effectively communicate orally and in writing with co-workers, other County departments, various organizations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work along with minimum supervision, with others in a team environment and/or work on several tasks at the same time effectively amidst frequent distractions and interruptions.

Ability to plan and layout assigned work projects, apply knowledge of people and/or locations and compile, collate, and classify data. Ability to create, edit, reproduce, and prepare newsletters using bulk mail.

Ability to balance Education Fund and Department checking account, including reconciling cash drawer receipts, and inputting data for financial statements.

Ability to occasionally work extended hours and occasionally travel out of town for training, but not overnight.

II. RESPONSIBILITY

Incumbent performs a variety of recurrent duties according to supervisor. Incumbent receives general supervision with assignments guided by broad policies and/or general objectives. Decision are always determined by specific instruction or existing, well established policies and procedures. Errors in decision or accuracy of work are readily detected through supervisory review of work. Undetected errors may lead to loss of time within the Department and/or inconvenience to other agencies or public.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other County departments, and members of the general public for a variety of purposes, including giving and receiving information, and rendering services.

Incumbent reports directly to County Extension Director and/or assigned Extension Educator (s).

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a modern office environment, including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, keyboarding, close/far vision, color/depth perception, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Part Time Program Assistant describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Applications and job descriptions may be obtained in the Purdue Extension – Starke County Office during business hours (M-F, 8:00-4:00) 108 North Pearl Street, Knox, IN, on the extension.purdue.edu/starke website and county government website:
<http://www.co.starke.in.us/index.php/employment/>

Send completed applications and resumes to the Purdue Extension – Starke County Office or Julia Miller at: jwickert@purdue.edu