

POSITION AVAILABLE: Administrative Assistant  
ORGANIZATION: Vanderburgh County Cooperative Extension Service  
13301 Darmstadt Road, Suite A  
Evansville IN 47725-9593  
Telephone: 812-435-5287  
STATUS: tentative start date: October or November 2022  
WORK SCHEDULE: M - F, 8:00 - 4:30 p.m.

The following summary of job duties, requirements, and responsibilities comprises the job description for this full-time (40-hour) position. This job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent's job performance and evaluation.

### **Essential Functions:**

- Performs all office duties required in preparing forms, newsletters, manuals, program books, press releases, etc., as well as preparing other routine reports/correspondence for Educators.
- Updates and maintain Purdue Extension website and social media platforms.
- Assists Educators and others in creating graphics for program flyers, brochures, social media posts, annual reports, etc.
- Answers multi-line telephone, responds to inquiries and/or routes caller to appropriate individual or resource.
- Performs assigned duties in preparation for and during Extension-related activities (i.e. Vanderburgh County Fair, 4-H Achievement Banquet, etc).
- Perform any other related duties as assigned.

### **Requirements:**

- Administrative experience.
- Proficiency in usage of PC software – Microsoft Windows 10, Microsoft Office 2016.
- Knowledge of and experience in graphic design software preferred (i.e. Canva, Publisher, Adobe, etc).
- Knowledge of standard office procedures and ability to use standard office equipment.
- Knowledge of standard filing procedures and the ability to maintain accurate and updated files.
- Working knowledge of English grammar, spelling, punctuation, and math.
- Ability to effectively communicate with members of the general public in a responsive and courteous manner.
- Ability to follow all personnel policies and other rules of the organization.
- Comply with civil rights laws in the area of educational programs, understand and value diversity in program delivery.

### **License/Certification Needed:**

- Ability to legally operate a motor vehicle.

**Salary:** \$32,230, with step after 6 mo to \$33,758 (COMOT IV)

**Application Deadline:** October 1, 2022 to the above address

**Employment Starts:** tentative start date: October/November 2022