

NDSU Extension—Renville County Administrative Assistant

Job Description

Job Title: Administrative Assistant (Full Time)

Department: NDSU Extension—Renville County

Reports To: Extension Agent and County Commission

Summary:

The purpose of the Administrative Assistant position is to provide office management and administrative support to the Extension Agent. This position requires a professional, personable individual who has excellent verbal and written communication skills with proficiency in Microsoft Office programs. The ability to take initiative, prioritize and organize tasks, and work independently is crucial to success in this position.

Duties/Responsibilities:

- Receive visitors and answer phone, directing clients as appropriate. Provide routine information as requested, screen requests for information, and direct to the appropriate person.
- Help plan, organize, and run events in the county such as the annual Seed Show and county fair.
- Assist with 4-H program needs such as registrations, newsletters, county events, and Achievement Days.
- Office support for the Renville County Weed Board, Renville-Bottineau Ag Improvement Association, and Renville County Township Officers.
- Other work as assigned in support of Extension work within the county.

County Employee Benefits:

- Salary: Depending on experience, \$36,000-\$38,000
- Blue Cross/Blue Shield—single plan
- County covers 75% of a single dental plan
- County pays into retirement—15.26% of salary
- 5 days of PTO/year for the first two years of employment
- 8 hours sick/month
- 12 paid holidays