

## **Position Opening County of Rush, Indiana**

**Qualified applicants should submit a resumé with references and a cover letter to Carly Holland, County Extension Director, Purdue Extension – Rush County, Room 103, Courthouse, 101 E 2<sup>nd</sup> Street, Rushville. Resumés may also be submitted to [hollan40@purdue.edu](mailto:hollan40@purdue.edu).**

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Purdue Cooperative Extension Service  
**WORK SCHEDULE:** Part time, 29 hour per week position. Four days per week. 8am-4pm with one hour lunch break each day. Pay starts at 13.00 per hour for this position.

### **Duties:**

Manages the front office of the Rush County Cooperative Extension Service, including performing any clerical duties for the extension educators and program staff, answering the telephone, responding to visitors/inquiries, providing information and assistance, answering questions, taking messages, serving clientele directly or referring them to the appropriate Extension Educator, or to other resources.

May perform a variety of payroll/bookkeeping/accounting duties, including, but not limited to: accepting and posting payments, balancing cash drawer, reconciling accounts, sending invoices to sponsors, and preparing checks for the approval of County Extension Director, per county and State Board of Accounts policy. This may include management of the County Education Fund checking account according to the CES (Cooperative Extension Service) Fiscal Guidelines. It may also include processing payroll, maintaining time sheets for the office's county-paid employees, progressing claims, purchasing, assisting in preparation of budget and answering all related questions.

Posts information on office website and Facebook accounts, prepares and submits news releases for radio, newspapers and the general public, and prepares brochures, fliers, various mailings, registration forms, handouts, and other program preparation, as needed.

Maintains Extension clientele databases, including entering data on system and maintaining hard copy records. Maintains 4-H Online, Fair Entry and Salesforce for Rush County participants. Updates 4-H manuals with information from State 4-H Office and extension educator. Maintains electronic and hard copies. Performs a variety of technical support duties, including updating software on computers, tablets, routers, printers and copiers.

Assists in supervising summer intern position, including establishing work goals, administering department policies and ensuring proper completion of tasks and policies. Performs duties of co-workers in their absence or as needed to maintain department operations. Assists in facilitation of 4-H Club and Open sections of the Rush County Fair, and performing a variety of duties and decision making required for the successful completion of the Rush County 4-H Program and other Extension programming.