

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 2nd Street, Rushville. Resumés may also be submitted to hollan40@purdue.edu. Deadline to apply is Noon, Friday, August 18, 2023.

POSITION: Administrative Assistant
DEPARTMENT: Purdue Cooperative Extension Service
WORK SCHEDULE: Part-time, up to 29 hours per week, 8am-4pm, salary up to \$17 per hour.

Duties: Facilitates all tasks in 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, and serving clientele directly.

Performs a variety of other duties, including, but not limited to record keeping, accepting and making payments, sending invoices, and adhering to the Extension Fiscal Guidelines. Must have basic tech skills including the ability to use Microsoft Word, Excel, Google Drive, Canva, and various other websites, etc. Will utilize Extension clientele databases including 4-H Online, Fair Entry, and Salesforce.

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 material preparation, as needed.

Assists in supervising summer intern position, including establishing work goals and ensuring proper completion of tasks and policies. Performs duties of co-workers in their absence or as needed. Assists in the facilitation of the Rush County Fair, and performing a variety of duties for Extension programming.