

IOWA STATE UNIVERSITY

Extension and Outreach

Iowa State Extension and Outreach
Iowa County
223 W. Welsh Street
Williamsburg, IA 52361
p. (319) 668.1052

December 14th, 2020

TO: All Prospective Applicants

Thank you for your interest in the Iowa County-ISU Extension and Outreach Administrative Assistant position. The packet you have received includes an employment application and job description. Please complete the application and return it to: **Iowa County Extension and Outreach, c/o Katharina Bain, 223 W. Welsh Street, Williamsburg, IA 52361**
-OR- e-mail to kbain@iastate.edu no later than 4:30 p.m., Wednesday, December 30th, 2020. Please include a **completed application, cover letter, resume and list of references** for our review.

This is a full-time, 40 hour per week, hourly position with vacation, sick leave, holidays, IPERS and health insurance. Evenings and weekend work may be required. Compensation is commensurate with budgetary allowances, education and experience.

Again, thank you for your interest. Only prospective applicants that include an application, resume, letter of application and references will be considered.

FILING DEADLINE: 4:30 p.m., Wednesday, December 30th, 2020.

For information regarding Iowa County Extension visit: www.extension.iastate.edu/iowa

Sincerely,

Katharina Bain
Regional Director
kbain@iastate.edu
(319) 310-2071

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.