

JOB DESCRIPTION -- ADMINISTRATIVE ASSISTANT rev. 12/8/2020

I. NATURE AND REQUIREMENTS OF POSITION

This position combines both clerical and program assistance to Iowa State University Extension and Outreach (ISUEO) and staff in Iowa County. The position shares clerical functions with program staff. As an Administrative Assistant, this position assists staff with meetings including program delivery, room and audio/visual equipment set-up, refreshments and registration; and with volunteers and clients organizational contacts. The position is under supervision of the Extension Council cooperatively with the Regional Director. The position requires proficiency with web page development, database management, Windows programs, Excel, bulk mail procedures, oral communication, organizational skills, and skill in performing a wide variety of office management functions, carefulness and confidentiality. Subject matter knowledge in any of the following fields desirable: agriculture, horticulture, youth, nutrition, resource management, parenting and/or community development.

II. MAJOR DUTIES

A. Primary Administrative Functions

1. Develops and manages county web pages.
2. Duplicates and assembles materials in support of Extension programs.
3. Prepares bulk mailings with office team support.
4. Orders publications and supplies as needed for staff and programs.
5. Prepares/develops correspondence for letters, newsletters and flyers or as supplied.
6. Assists staff as needed with downlink tuning/recording and general program support.
7. Receipt funds, make deposits, enter financial data, and support accounting system as needed.
8. Support county fiscal policy as assigned.
9. Maintain office records for staff, council and programming efforts.
10. Perform volunteer background checks through online system

B. Information and Public Relations

1. Serves as the initial contact for clients to Iowa County Extension
2. Works in partnership with staff to assist telephone callers and face-to-face clients, furnishes basic information concerning Iowa State University Extension and Outreach (ISUEO) programs and how to access resources available from web searches, Extension sites, Program Specialists, cooperating agencies, etc.

C. Other Administrative functions

1. Enters and maintains databases, in cooperation with other support staff.
2. Shares with other office staff as needed, to balance workload as a team.

D. Other Program Assistant Functions

1. Assists with meeting rooms, audio/visual meeting arrangements & registration as needed.
2. Assists and may deliver programs to support 4-H, Master Gardener Program, Pesticide Applicator Training and others.
3. Assist Regional Director and Program Specialists with Extension programming and organizing of contacts, volunteers, and clients.

III. DEMANDS OF THE POSITION

1. This is a 40 hour per week position with normal work hours between 8:00 A.M. and 4:30 P.M. Monday, Wednesday and Thursday, 8am-6pm on Tuesday and 8am-3pm on Fridays, with a half hour lunch break.
2. This position requires routine office demands, with occasional lifting of moderate weights including files, records, books, stacking chairs, moving tables, a/v equipment, etc.
3. Employment is subject to successfully passing the Child Protection screening.

Signature of Employee

Date

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