

IOWA STATE UNIVERSITY

Extension and Outreach

Job Description: Office Assistant, Jackson County

OBJECTIVE: Provides excellent customer service using Extension materials and resources.

- 32 hours per week.
- Hourly rate commensurate with experience and education.
- Reimbursement for work related travel.

RESPONSIBILITIES

- Assists clients by phone, email, or walk-in.
- Assists county-paid staff and specialists with program execution and day to day office function.
- Manages volunteer records and background screenings as required in risk management policies.
- May fulfill role of internal bookkeeper or assistant bookkeeper.
- May coordinate program logistics with program specialists and extension educators.
- May assist in managing local data collection in line with program area requirements.
- May maintain high level of marketing and visibility for all programs including websites and social media channels.
- Use standard policies and procedures regarding county business operations and council relations
- Maintain a positive working relationship with staff and clients in the county.
- Oversee equipment supplies and inventory balances.
- Continually develop and enhance relevant skills and understand current professional standards.
- Other duties as assigned.

QUALIFICATIONS

- High school degree or equivalent
- Excellent customer services skills
- Strong written and oral communication skills
- Computer, organizational, and problem-solving skills
- Team player and people oriented
- Ability to multi-task and organize.

PREFERRED QUALIFICATIONS

- Associate or bachelor's degree or two years of office management experience
- Professional office experience
- Bookkeeping experience

SUPERVISOR: Regional or county director and extension council

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Accepting applications by October 25, 2023 or until filled. Send application, cover letter, resume with at least 3 references to Amber Matthiesen, County Director, Jackson County Extension, 201 W. Platt St., Maquoketa, IA 52060 or email to: amber@iastate.edu

Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status and will not be discriminated against.

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