

NOTICE OF POSITION VACANCY

JOB TITLE: Saunders County Extension Office Administrative Assistant

GENERAL FUNCTIONS:

- The Office Administrative Assistant for UNL Extension in Saunders County will perform a variety of duties including receptionist, bookkeeping, budget preparation, audit preparation, database management, mass media and public relations functions, scheduling and coordination of educational events, administrative support to Educators, maintain website, maintain office supply inventory, and manage the general workflow in the office.
- This position also requires management and operation of 4-H databases, the fair database, and working closely with all extension staff in programming and fair preparation. Will provide back-up for other Extension Support Staff as required and other duties as assigned.
- First contact for the public with extension office. Presenting in a professional and courteous manner is a must.

FINAL APPLICATION DATE: October 12th, 2021

EMPLOYMENT DATE: ASAP

BEGINNING HOURLY WAGE: \$19.04

BENEFITS: Full benefits package, please inquire about details.

EQUAL OPPORTUNITY EMPLOYER:

Saunders County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, mental or physical disability, religion, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

APPLICATION and full job description may be obtained by contacting or applying in person at –

Nebraska Extension in Saunders County
C/O Cole Meador- Lead Educator
1071 County Road G
Ithaca, NE 68033
402-624-8006
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www.Saunders.unl.edu