Help wanted:

MU Extension’s distinct land-grant mission is to improve lives, communities and economies by producing relevant, reliable and responsive educational strategies throughout Missouri. Our dedicated and knowledgeable faculty and staff collaborate with researchers and community leaders to develop and deliver programs that address needs of Missourians including: educational attainment; environmental concerns; community, economic, business and workforce development; global food systems; and health systems. For more information about MU Extension please visit [http://extension.missouri.edu](http://extension.missouri.edu/).

The Phelps County Administrative Assistant position provides general administrative and office support that includes a broad range of duties.

Maintains a clean professional office that provides excellent customer service. Greet visitors, answer incoming calls, route calls, take message, and answer inquiries. Provide publications and reference materials for customers and refer questions to regional specialists.

Open and close office in accordance with established schedule. Post notices of closing. Post events and maintain office webpage as requested. Keep inventory and order office supplies and postage with approval of supervisor. Maintain classroom schedule. Keep inventory of equipment and administer check out procedures.

Manage incoming samples for lab tests and ensure all samples are submitted to university labs in a timely manner. Supervise learning tests and assist customers with self-directed training for private pesticide applicator licenses. Assist with campus-based programs as needed, as well as educational activates of affiliated volunteer organizations.

Set job priorities in consultation with supervisor. Help train volunteers. Suggest best methods for accomplishing tasks. Ensure all work is completed in a timely manner and promote a professional image. Maintain and organize paper and electronic files. Help maintain calendar for specialists.

Maintain and review account activities using QuickBooks™, including paying bills and accepting payment for courses and services. Make deposits and reconcile bank accounts. Process payroll and corresponding taxes, and file appropriate tax forms. Complete year-end close outs and reports.

Prepare financial reports, annual program reports, County Extension Council meeting minutes and other documents as requested. Assist with council member elections, monthly and annual meetings.

Assist in developing and producing instructional materials, correspondence, newsletters, etc. Set up registration, mailing labels, track payments, and other duties for programs and classes. Process bulk mailings and provide for delivery to post office. Assist in preparing documents, proposals, reports, etc. Conduct general clerical, secretarial and office duties as assigned.

Conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and region affirmative action plans.

As with all positions, involvement with other duties and responsibilities may be expected in order to support the mission and purpose of MU Extension.

Works under general supervision of Phelps County Extension Engagement Specialist and Phelps County Extension Council, as needed, and manages own workload.

CORE ATTRIBUTES FOR MU EXTENSION STAFF

Exhibit a high personal standard of excellence, be an effective team player, and demonstrate inclusive, civility, and respect for all.

Engage stakeholders and learners, maintain positive interpersonal relationships, and exhibit effective written and oral communication skills.

Operate with minimal guidance and be a self-directed learner who is flexible and adaptable to changing environments.

Minimum Qualifications

High School Diploma or an equivalent combination of education and experience, and at least 5 years of experience from which comparable knowledge and skills can be acquired is necessary.

Preferred Qualifications

Associates Degree or higher. Effective communication skills, customer service experience, attention to detail, and time management. Excellent typing and proof-reading skills, applicable experience with: electronic file management, Microsoft Office Suite, QuickBooks™; and the ability to learn new software programs. Some lifting required, occasional evenings and weekend work with minimal travel (valid driver’s license) is required.

Knowledge, Skills & Abilities

Utilizes working knowledge and learned skills to perform various activities for the job.

Possesses knowledge of specific processes and procedures needed to perform assignments within own work area.

Experience in Microsoft Office applications and QuickBooks™.

Diversity Commitment

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

To Apply

Please bring resume and cover letter to the Phelps County Extension Office located in the Phelps County Courthouse at 200 North Main in Rolla.

Job Type: Full-time

Salary: Will depend on experience.

*an equal opportunity/ADA institution*