

Purdue Extension Franklin County Summer Assistant Position Description

Purdue University is an equal opportunity/equal access/affirmative action institution.

POSITION: Part-Time Temporary Summer Assistant

DEPARTMENT: Purdue Extension Franklin County - Cooperative Extension Service

WORK SCHEDULE: 5 days per week, 6.5hrs/day, not to exceed 32.5 hours per week. Must be available for Pre-Fair and Franklin County 4-H Fair (**July 10-19, 2024**).

HOURLY PAY: \$15 per hour

JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: January 17, 2024

STATUS: Part-time

START DATE: May 13, 2024

END DATE: July 26, 2024

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Franklin County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship. Franklin County is an Equal Opportunity Employer.

Responsibility

Incumbent performs a variety of reception, clerical, and organizational duties according to department policies and procedures, with priorities determined primarily by needs of stakeholders, seasonal deadlines, and/or direction provided by office manager. Incumbent reports directly to the office manager and the County Extension Director.

Duties

- Become an approved 4-H volunteer through Indiana's 4-H Volunteer Application Process
- Use 4-H Online and Fair Entry systems to manage and update 4-H enrollments, project data, etc.
- Work with youth and families to learn about the requirements of the 4-H program and projects
- Assist with implementing Mini 4-H Day with Extension office staff for approximately 50 youth in grades K-2
- Prepare bulk mailings/bulk communication for Purdue Extension programs
- Answer the telephone, greet office visitors, collect information from stakeholders, and/or direct stakeholders to appropriate resources

- Be aware of each staff member's calendar and be available to assist in coordinating various events, including weekend and evening events as needed
- Be available during the weeks of July 10 and July 19, 2024 to prepare and execute the Franklin County 4-H Fair
- Follow all policies and procedures as outlined by Franklin County Government and Purdue University
- Perform tasks requested of Extension Educators, County Extension Director, office manager, and/or administrative assistant
- Perform all other duties, as assigned, this could include tasks in the community garden

Job Requirements and Difficulty of Work

- High school diploma or equivalent
- Knowledge of standard office policies and practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations
- Knowledge of standard English grammar, spelling and punctuation, and ability to articulate such knowledge in both spoken and written communication
- Knowledge of a variety of computer programs, including Microsoft Office Suite, electronic databases, etc., and the initiative to learn new programs, as needed
- Ability to work alone with minimum supervision and with others in a team environment
- Ability to multitask, often under the pressure of deadlines
- Ability to operate a variety of standard office equipment
- Ability to perform mildly physical tasks, including sitting for lengthy periods, walking/standing for lengthy periods, and/or lifting/carrying objects weighing 25-50 lbs.
- Ability to work extended, weekend, and/or evening hours
- Willingness to comply with all employer and departmental policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct

To Apply

Please send a cover letter and resume by March 18, 2024 to

Veronica Bullock, County Extension Director

Purdue Extension Franklin County

bullockv@purdue.edu

765-647-3511

1010 Franklin Ave. Room 214

Brookville, IN 47012

Purdue Extension and Franklin County Government is an Equal Opportunity Employer