

## **Position Opening**

Purdue Extension Office Program Assistant

Part-Time wages maximum of \$3600 [\$14/hr]

Maximum 20 weeks per year and 12.5 hours per week.

Potential work across the year, but primarily spring through fall.

## **Requirements**

- High School Diploma or GED. Post High School education and/or business training preferred.
- Hold a valid Driver's License.
- Must submit to a background check and a drug screen.
- Ability to maintain confidentiality.
- Willingness to complete required trainings of the position.

## **Duties**

**Potential work areas: Assisting 4-H, Health and Human Science and Agriculture/ Natural Resource Educators and support staff in the Purdue Dearborn County Extension Office.**

- Must be self-motivated, responsible, honest, able to demonstrate professionalism in appearance and customer service skills, and work well with others.
- Demonstrate strong verbal and written communication skills.
- Office Clerical work: Proficiency in Word, Excel, PowerPoint, Canva or other marketing material software, & general computer proficiency.
- Willingness to complete general office tasks and answer the telephone.
- Assist with educational programming materials preparation, marketing flyer creation and distribution.
- Assist Educators with occasional Summer educational programming, across program areas, as needed: Farmer's Market, Libraries, etc.

## **4-H Specific Tasks**

- Complete assigned tasks as needed, supporting 4-H Educator in providing a robust and successful 4-H program in Dearborn County.
- Willingness to attend meetings/educational programming on nights and weekends, if required.

- Utilize 4-H Online and Fair Entry [online administrative software's] as directed by 4-H educator [training provided].
- Assist with creation of 4-H Fair project judging materials and other fair related tasks.
- Assist 4-H educator during 4-H Camp [2<sup>nd</sup> full week of June] and 4-H Fair week [third full week of June].
- Assist 4-H Educator transport 4-H projects to and from Indiana State Fair.

Send resume/application to Elizabeth Beiersdorfer at [ebeiers@purdue.edu](mailto:ebeiers@purdue.edu)