



Part-Time Administrative Assistant

NDSU Extension Mercer County

Position: Part-time

Location: Beulah, ND

Hours: Minimum 16 hours per week with additional hours as needed for special events.

Compensation: Hourly, DOE

To apply:

Send an employment application, three references with contact information, a cover letter and resume to:

NDSU Extension Mercer County
1400 Hwy 49 N #103
Beulah, ND 58523

Contact:

Craig Askim, Extension Agent
craig.askim@ndsu.edu
Phone: 701.873.5195

Application Deadline:

February 16, 2024

Applicants claiming Veteran's preference must state so in a letter of application and attach appropriate documentation.

"Mercer County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the admission to its programs or activities, including the employment process. Equal Opportunity Employer."

Position Information

The part-time administrative assistant provides administrative support to the NDSU Extension Mercer County staff. The wide range of responsibilities includes, but is not limited to the following:

- Performs secretarial and receptionist responsibilities including answering telephones, greeting and directing visitors and other routine tasks in support of Extension work, as assigned.
- Assists with preparation of various correspondence, newsletters, publications, and reports.
- Publish documents to organization website and Facebook and assist in maintaining existing pages.
- Edits and proofreads materials created within office and maintains confidentiality.
- Participate in professional development as needed to carry out duties of part-time administrative assistant.
- Participate in performance appraisal assessment, if requested by supervisor.

Minimum Qualifications

- High school diploma.
- Proficient with Microsoft Office (Word, Publisher) and Social Media.
- Effective interpersonal, oral and written communication skills.
- Ability to work effectively with minimal supervision and in a team environment.
- Ability to prioritize multiple responsibilities and multitask.
- Ability to adapt to changing needs.
- Ability to learn programs as they emerge.
- Be flexible with availability.
- Ability to lift up to 25 pounds.
- Be knowledgeable of and conform to all the rules, policies and procedures of Mercer County and NDSU Extension.
- Favorably represent NDSU Extension and Mercer County when in contact with the general public.
- Pre-employment drug test.
- Clear screening for 4-H Youth Protection.

Preferred Qualifications

- Two years college or secretary related and/or administrative support work experience.

www.ag.ndsu.edu/mercercountyextension