Summer Employment Responsibilities

Nature of Position:

This is a part time summer position. Compensation will be based on an hourly basis. The majority of the work will be performed in the Extension Office during regular office hours with exceptions. Some duties may require hours outside of regular office hours.

This position may require overnight travel and evening and weekend hours during the summer. For example: Discovery Days, County Camp at Rock Springs, etc.

The Office Professional and Agent Assistant roles are to complement each other. Some responsibilities overlap and in those areas both need to be able to ensure an efficient program.

Responsibilities:

Responsibilities will include clerical duties. Clerical duties will include typing, filing, answering the phone, copying, assisting customers, use of computer equipment/programs, etc.

Extension Agent Assistant will help Extension staff with all projects for which they are responsible within the scope of their job.

Events and Activities:

Assistant will also assist with implementing various Extension Activities, including but not limited to: County Fair, State Trips, Livestock Weigh-ins, Horse Show, County Camp, Teen Leaders, 4-H council, 4-H Fund Raisers, Judging contests, 4-H newsletter and other responsibilities as assigned.

Compensation/Hours: Work will be assigned at weekly scheduled office conferences. Complete formal updates on current programs and duties/activities will be given at the time.