

Merrick County Summer Staffer

Duties and Responsibilities:

Nebraska Extension in Merrick County values excellence. The Summer Staffer is flexible position. The position is support staff for research-based educational programming. Primary responsibility is assisting the staff and faculty with duties during hectic scheduling times.

Required Skills:

This position requires a self-starter individual able to work without constant supervision, and will need to manage interruptions while setting priorities. A strong work ethic is highly valued.

1. Coordinate with office team.
2. Team oriented office professional.
3. Innovative and creative co-worker.

Position Responsibilities:

1. Computer based program support for office reports, 4-H on-line programs, social media, and program marketing.
2. Cover office during office hours when scheduled.
3. Assist staff in inventorying supplies, and to surplus additional equipment and supplies.
5. Cleaning, organizing, and maintenance tasks in the extension office and at the fairgrounds as assigned (this person will not be taking the place of daily custodian work).
6. Support 4-H Programming on-site when designated by Unit Leader.
7. Assist clientele with their questions, using digital diagnostic network, and connecting with a focused educator to answer questions when staffing the office alone.
8. Provide clerical support to Unit Leader, Extension Educators, Office Manager, and 4-H Program Coordinator (especially with program surveys and student recruitment cards).
12. Assist staff and faculty with developing and editing documents and marketing materials.
13. Support the extension/4-H work for a successful Merrick County Fair and Nebraska State Fair.
14. Other duties as assigned to accomplish high quality extension education.

Time Requirements:

1. Work Hours will be assigned on a two week basis, not to exceed 40 hours.
 2. Regular office hours are 8 a.m.-5 p.m. with a one hour lunch break when manning the office as a duty.
 3. All work hours worked but not scheduled need to be approved by the unit leader to maintain the county budget.
- Updated July 10, 2017

This job description was reviewed with the employee on _____, 2017.

As an employee, I agree to perform the duties of my job and ask for direction from my unit leader as needed.

Employee

Date

As the unit leader, I agree to support the employee to perform the duties and give direction as needed.

Unit Leader

Date