

JOB DESCRIPTION
Temporary Part-Time Office Assistant - County Funded
Nebraska Extension in Gage County

FTE Hours as needed in the Extension Office to prepare, facilitate and complete Gage County Fair activities and Extension Programming.

Immediate Supervisor Nicole Stoner, Unit Leader

Other Supervisory Staff

Jacie Milius, 4-H Educator

Tara Dunker, Food, Nutrition & Health Educator

Jane Esau, 4-H Assistant

Lindsey McKeever, Office Manager

Major Duties/Typical Activities: With this employment, you are representing University of Nebraska-Lincoln Extension and Gage County. Therefore, it is important that you work in a professional manner. If you do not know information requested, it is important that you ask other staff rather than giving out mis-information.

Knowledge/Skills, Abilities and Qualifications needed for the job: Regular and typical work activities (i.e., those likely to take more than 10% of time.)

- Have and demonstrate the desire and ability to work with staff and clientele in a professional, pleasant manner.
- Be a self-starter – ask for directions if you do not know what to do...but when the task is completed – look for something else to do so jobs/tasks are completed in a timely way.
- Think about time management and scheduling. If one project can't get done as planned, then move to another task. Think ahead about the importance of the job and deadline due. If you have trouble completing a task on time, ask for help.
- Use communication, clerical and technology skills to provide support with Extension programming (including County/State Fair preparation, facilitation and wind-up.)
- Computer skills including but not limited to internet, word processing, and data processing.
- Maintain communication with 4-H leaders, parents and other clientele as needed.
- Documents mailed or sent out from the office should have Nebraska Extension staff approval first.
- Assist with and/or lead 4-H/Extension Summer workshops.
- Be available to fill in for the office manager as needed, (e.g. answer phone, assist clientele, etc.)
- Dress appropriately to present a professional appearance. When working outside and near animals, dressing for safety is a must (closed toed shoes, possibly jeans etc.)

Benefit to Part Time Employee (Especially Youth Worker):

- Learn and use skills to increase employability and career success.
- Develop a variety of communication skills necessary to work with clientele.
- Learn about career opportunities within Extension.

Revised: January 2019