

We're Looking For a New
OFFICE MANAGER

**NEBRASKA EXTENSION IN
FRONTIER COUNTY**



High school diploma or GED required, Associate's Degree and/or previous managerial experience preferred.

Essential qualifications include:

- Highly organized and detail-oriented
- Ability to work independently and as a team member
- Excellent interpersonal, communication, and time management skills
- Valid Nebraska driver's license
- Must pass a criminal background check and 4-H volunteer screening

This is a full-time, hourly position. Benefits will be provided by Frontier County.

A resume and list of three references may be dropped off at, or mailed to, the Extension Office (404 E. 7th St. Suite 2. Curtis, NE 69025) or emailed to Katy Snyder (ksnyder2@unl.edu).

Review of applications will begin October 22nd, position open until filled.

More Information About the Position

<https://go.unl.edu/officemanagerfrontier>

*We are accepting
applications until
the position is filled*

Apply Today!

