

## Merrick County Office Aide

### Duties and Responsibilities:

Nebraska Extension in Merrick County values excellence. The Merrick County Extension Office Aide is 20 hours per week, and 40 hours the week of county fair. The position is support staff for research-based educational programming. Primary responsibility is assisting the staff and faculty with duties while organizing the Merrick County Youth Agriculture Education Center scheduling and documents. The position operates under the direction of the Unit Leader and guidance of the office manager.

### 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. Attention to numbers and details.

### Position Responsibilities:

1. Computer based program support for office reports, 4-H on-line programs, social media, program marketing, and financial record keeping.
2. Cover office during office when scheduled, and in the absence of the office manager.
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 live 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, and 4-H Extension Assistant/Associate (especially with program surveys and student recruitment cards).
9. Assist staff and faculty with developing and editing documents and marketing materials including video production and photographing.
10. Support the extension/4-H work for a successful Merrick County Fair and Nebraska State Fair.
11. Organize the Merrick County Youth & Agriculture Education Center to include but not limited to:
  - o Respond to email communication for the building, and phone calls
  - o Manage the on-line reservation system
  - o Prepare documents for exceptions review
  - o Prepare contracts for building renters and exempt groups
  - o Set key codes for renters and building users
  - o Manage family memberships system
  - o Perform a check-list inspection after renters/users finish
  - o Return deposits and prepare the checks for disbursement
  - o Maintain the building calendar on-line
  - o Set-up and give tours, or coordinate tours with unit leader when after hours
  - o Maintain a website linked to the county and extension websites
  - o Prepare social media posts to generate interest in building use
  - o Run reports as needed for Overseer Committee or County Board to make decisions with
  - o Posting building committee meeting notices

12. Other duties as assigned to accomplish high quality extension education.

**Time Requirements:**

1. Work Hours will be assigned on a monthly basis by unit leader, not to exceed 20 hours/week.
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.
4. Hours will irregularly include nights and weekends.

Updated October 2, 2018

This job description was reviewed with the employee on \_\_\_\_\_, 2018.

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