



## **NAME**

Office Manager

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## **What is the purpose of my job?**

- Provide a local face-to-face resource to assist with connecting to University expertise.

## **Assigned County**

- Washington

## **Highlighted Activities**

- Administrative Support
- Financial Recordkeeping
- Scheduling/Coordinating Building Events

## **Helping you find local answers to...**

- Plant/Insect Identification
- University-based Resource Professionals

## **Connect with me on...**



[washington.unl.edu](http://washington.unl.edu)



Nebraska Extension- Washington County



Washington County 4-H, @WCNE4H

**Helping Nebraskans enhance their lives through research-based education.**