

POSITION DESCRIPTION
COUNTY OF KNOX, INDIANA

POSITION: Part-Time Program Support Staff

DEPARTMENT: Purdue Extension Knox County (4259 N Purdue Road
Vincennes, IN 47591 Telephone: 812-882-3509)

WORK SCHEDULE: Flexible Hours

JOB CATEGORY:

DATE WRITTEN: Feb. 2025

STATUS: Part-time

FLSA STATUS: Non-exempt

The following summary of job duties, requirements, and responsibilities comprises the job description for this part-time position. This job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent's job performance and evaluation. Purdue University is an equal access/equal opportunity university

Essential Functions:

- Performs office duties required in preparing correspondence, forms, newsletters, etc., as well as preparing other routine reports/forms for Educators.
- Answers multi-line telephone, responds to inquiries and/or routes caller to appropriate Extension Educator.
- Performs assigned duties/programs at the Knox County Fairgrounds during the Knox County 4-H Fair
- Ability to learn online 4-H enrollment process and county website
- Knowledge of basic educational methods and the ability to effectively communicate/teach program specific material in-person or virtually.
- Ability to assist with health and human science, agriculture and natural resource, and youth or adult programming.
- Assist Purdue Extension efforts in building collaboration in Knox County. Ability to work with diverse audiences and stakeholders
- Flexibility and creativity in the workplace
- Ability to effectively communicate orally and in writing with Supervisors, co-workers, personnel from other government and social agencies, and the public. Including being respectful and working with cultural, socioeconomic, ideological, and other kinds of diversity.
- Perform any other related duties as assigned.

Requirements

- Minimum: High School Graduate, GED, or equivalent.
- Working knowledge of English grammar, spelling, punctuation, and math.

- Administrative experience required; knowledge of Extension beneficial.
- Proficiency in usage of PC – Microsoft Office Suite programs
- Knowledge of standard office procedures and ability to use standard office equipment (computer, printer, projector and multi-line phones).
- Experience using online collaboration technologies such as Microsoft Teams, Zoom, Webex.
- Knowledge and skill with computer technology in preparing and making reports, presentations, data analysis and retrieval, email and internet applications.
- Knowledge of social media to market and deliver educational programming.
- Ability to learn/complete training in program areas and cash handling
- Knowledge of standard filing procedures and the ability to maintain accurate and updated files.
- Ability to comply with all employer and department policies and applicable Purdue University guidelines. and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to follow and maintain Purdue brand guidelines
- Maintain confidentiality of department information/records according to state requirements.
- Pass a drug test, background check, and complete new hire onboarding
- Maintain appropriate professional appearance and demeanor.

Preferred

- Experience in community based educational program development, implementation, and evaluation and/or experience related in health, nutrition, human development, personal finance, community development, youth development, agriculture, or natural resources
- Experience delivering programs in a community setting via in-person or virtual delivery methods.
- Experience with digital editing, content creation, professional social media management, video creation/editing, and marketing.
- Ability to occasionally work evening or weekend hours.

Physical Effort and Work Environment

Incumbent performs a majority of duties in a standard office environment, and regularly at event/training sites, which may involve sitting and walking at will, pushing/pulling/lifting/carrying objects weighing 25 to 50 pounds, keyboarding, speaking clearly, hearing communication, close vision, and handling/grasping objects.

- Ability to assist with outdoor events and annual fair activities.
- This position is budgeted for 15-28 hours per week.
- This position is PART-TIME made possible by County and Purdue funding for the first year. After the first year it will be County funded only so hours may change.
- Normal business hours are assumed (8:00am-4:00pm) however there is flexibility for the Program Staff to attend or present at work related meetings or events as needed.
- This position does not provide health insurance or other benefits.
- Purdue/Knox County will provide access to a computer as part of this position.

License/Certification Needed:

Possession of a valid driver's license and reliable vehicle. Mileage reimbursement provided.

Salary: \$15.00/hr

Application Deadline: Feb. 25 (Send cover letter and resume to above address or email
clingerma@purdue.edu)

Employment Starts: Mar. 10, 2025

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of part-time program support staff for the Purdue Extension-Knox County Office describes the duties and responsibilities for employment for this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature: _____

Print or type name: _____

Date: _____