

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT, PURDUE EXTENSION - WELLS COUNTY

This position will be part of a team committed to enhancing Purdue Extension – Wells County. The successful candidate will work closely with Extension Educators, office staff, volunteers and the public.

RESPONSIBILITIES:

- ❖ Answer telephones, take messages, and greet office visitors
- ❖ Manage financial books and accounts, processing claims, and maintaining financial records
- ❖ Manage office data, computer files, and other electronic information
- ❖ Assist with marketing and organization of Extension programs
- ❖ Create, design, and proofread printed and virtual materials
- ❖ Assist with inventory and ordering office supplies
- ❖ Other duties as assigned

QUALIFICATIONS: REQUIRED

- ❖ High School diploma or GED and 2 years work experience
- ❖ Must be a team player and demonstrate personal / interpersonal skills to interact effectively with the public
- ❖ Customer service mentality
- ❖ Ability to maintain confidentiality
- ❖ Excellent writing, speaking, and organization skills
- ❖ Ability to effectively use technology which includes: website management and social media; Microsoft programs – Publisher, Word, Excel, PowerPoint, and Outlook.
- ❖ Current knowledge of or ability to learn software: Canva, Zoom, Teams, Google, Box/Dropbox, Adobe, and other internal and external software
- ❖ Ability to use office equipment such as: copier, fax machine, postage meter, folding machine, etc.
- ❖ Ability to work with minimal supervision, including prioritizing workloads to meet deadlines
- ❖ Ability to complete several tasks at the same time
- ❖ Transportation with valid driver's license and a safe driving record

QUALIFICATIONS: PREFERRED

- ❖ Knowledge of or experience with Purdue Extension programs (4-H Youth Development, Health & Human Sciences, Ag & Natural Resources, Community Dev.)

ADDITIONAL INFORMATION

- ❖ 37 ½ hour work week (8 AM – 4:30 PM Monday – Friday)
- ❖ Wells County employee with benefits (medical, dental & eye – voluntary) (PERF required)
- ❖ Generous holidays and paid time off
- ❖ Occasional weekend and evening work required (especially in July)
- ❖ Ability to lift and carry 10 pounds frequently and 20 pounds occasionally
- ❖ A check of criminal conviction records and driving records will be made
- ❖ FLSA: Exempt (not eligible for overtime)
- ❖ Starting salary: \$38,314 annually

APPLICATIONS

- ❖ Apply at: Purdue Extension – Wells County Office, 1240 4-H Park Road, Bluffton, IN 46714
- ❖ For more info, email horan@purdue.edu or mksteele@purdue.edu or call 260-824-6412
- ❖ Application deadline is May 16, 2025
- ❖ Please return completed application, cover letter, resume', and a sample of marketing material (flyer, newsletter, social media ad, etc.) to the above office or email address.

Please include a cover letter, a one-page resume', and a sample of marketing materials (flyer, newsletter, social media ad, etc) with your application. Due by May 16 .

Personal Information

Full Name _____

Address _____ City, State _____ Zip _____

Phone # _____ Email _____

Why are you interested in this job?

Date you can begin work _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? (A conviction record will not necessarily bar employment) ☐ Yes ☐ No

If yes, please explain and describe in full detail: _____

Education	High School	College	Trade School
Name of School			
City / State of School			
Graduate? (Y or N)			
Major	-----		

Skills and Qualification: Experience, Licenses, Skills, Training, Awards

Employment History — list most recent first

Company Name _____ **Supervisor** _____
Address _____ **City, State, Zip** _____
Phone # _____ **Dates of Employment** _____
Last Position _____ **Reason for Leaving** _____
Responsibilities _____

Company Name _____ **Supervisor** _____
Address _____ **City, State, Zip** _____
Phone # _____ **Dates of Employment** _____
Last Position _____ **Reason for Leaving** _____
Responsibilities _____

Company Name _____ **Supervisor** _____
Address _____ **City, State, Zip** _____
Phone # _____ **Dates of Employment** _____
Last Position _____ **Reason for Leaving** _____
Responsibilities _____

References — list 3 individuals [not related to you] who are familiar with your work-related skills

Name	Name of Company	Company Address	Telephone No.	Years Acquainted

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, or educational history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____

Please include a cover letter, a one-page resume', and a sample of marketing material (flyer, newsletter, social media ad, etc.) with your application. Due by May 16.