

ADMINISTRATIVE ASSISTANT
UW EXTENSION OFFICE

POSITION DESCRIPTION

I. Position Summary.

This position is in the clerical classification under the general supervision of the Department Head in the UW Extension Office, performing a variety of administrative and support staff duties in accordance with prescribed practices and assignments.

II. Essential Duties and Responsibilities.

1. Performs a variety of computer tasks using various software packages including but not limited to:
 - A. Microsoft Office (Word, Excel, Publisher, Outlook; Access [limited] and PowerPoint [limited])
 - B. 4HOnline
 - C. Paint Shop Pro and/or Adobe Photoshop
 - D. Internet Access
 - E. JD Edwards & ImageNow (county accounting programs)
 - F. Adobe Acrobat XI Pro
 - G. Online Webinars
 - H. Wislines
2. Advanced computer skills and the ability to train others in program usage are preferred.
3. Performs administrative and office support activities for multiple educators, such as:
 - A. Compose/prepare correspondence
 - B. Prepare newsletters, brochures and flyers with non-discrimination policy declarations
 - C. Prepare bulk mailings
 - D. Handle incoming phone calls and front desk customers
 - E. Organize and maintain files for various programs and events, including Civil Rights compliance
 - F. Develop and maintain registration and attendance databases
 - G. Organize and reorder literature for the public
 - H. Schedule meeting rooms and equipment check-out
 - I. Make copies
 - J. Coordinate County committee meetings, prepare agenda, meeting notice and minutes
4. Develop, update and maintain ADA accessible web pages for UW-Extension Columbia County, including Civil Rights' compliance information
5. Create and modify graphic images using Paint Shop Pro or Adobe Photoshop
6. Maintain current knowledge of technology and updates to currently installed programs
7. Troubleshoot basic computer problems and provide technical assistance to UW-Extension staff
8. Prepare for various educational workshops
9. Assist general public with various issues, provide materials, information and resources
10. Sustain positive communication with various UW-Extension, educational resource offices, County departments, and the public

11. Maintain 4HOnline database, enrollment and project information, and reports.
12. Perform financial activities:
 - A. Make deposits and reconcile with general ledger accounts
 - B. Order supplies and prepare purchase requisitions for purchases

- C. Process invoices and line item transfers
 - D. Monitor department spending
 - E. Prepare annual budget with input from department staff
 - F. Prepare reports and financial data
13. Attend training and acquire new skills
 14. Cross-train and backup other programmatic or administrative tasks performed in the office

III. Knowledge, Skills, Licensure and Experience Required

1. Education requirements:
MUST MEET ONE OF THE FOLLOWING:
 - Associate of Business Degree from an accredited vocational, college or technical school in one of the secretarial sciences and a minimum of two (2) years of responsible office experience, **OR**
 - High School diploma or its equivalent, supplemented by post high school course work with at least two (2) semesters in secretarial theory at a vocational, college, or technical school and a minimum of three (3) years of responsible office experience
2. Ability to adapt to changing circumstances and duties
3. Ability and willingness to learn any computer program or technology required for the position.
4. Marketing skills to clarify, promote and design brochures, advertisements, pamphlets, newsletters, activity programs and web pages to maintain the image of UW Extension and Columbia County
5. Ability to work with minimal or no supervision
6. Must have excellent interpersonal skills and be a team-player.
7. Ability to work well with all levels of internal management and staff, clients, stakeholders and vendors.
8. Sensitivity to confidential matters is required.
9. Familiarity with office practices and procedures
10. Knowledge of departmental and UW Extension policies and procedures
11. Proficiency in business English, spelling and composition
12. Ability to carry out oral and written instructions
13. Ability to assume responsibilities in the absence of the other department staff
14. Ability to function under pressure

IV. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 50 pounds

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.