

Fayette County Administrative Assistant (Full-Time, Benefits Eligible)
Department: CAES Northwest District CES
Posting Number: 228927

The County Extension Administrative Assistant position is a non-exempt professional staff role within UGA Cooperative Extension responsible for handling the many resources offered by the Extension office. A level of independent judgment is necessary to effectively carry out the duties of the job and the incumbent is expected to manage administrative duties by developing techniques and procedures as appropriate. This role works cooperatively with all Extension faculty and staff where applicable and is administratively responsible to the County Extension Coordinator.

Knowledge, Skills, Abilities and/or Competencies

Office and communication skills. Proficient in typing, filing, and computer skills such as Windows, Microsoft Office, and QuickBooks. Work in this occupation is by nature a combination of office and fieldwork.

Ability to communicate professionally to varied clients and stakeholders including management, staff, youth, and other clients.

Ability to manage multiple priorities.

Exhibits high standards of professionalism in personal contacts, appearance, and work habits. Possesses necessary personal skills to perform public relations responsibilities effectively.

Ability to establish and maintain effective working relationships with county, district, and state staff, local government employees, and clientele.

Physical Demands

Some light lifting. Some degree of physical activity for this position (e.g. handling samples, demonstration materials, and audio-video equipment). Sitting for extended periods of time at a computer or office role. Driving.

Salary: 32,500/year; benefits eligible position

This is a 40 hour/week, 8am-5pm position

To apply, please use the following link:

<https://www.ugajobsearch.com/postings/228927>