

Assistant I-II

Department: Waller County Extension

Location: 846 6th St. Hempstead, TX 77445

Reports To: Department Head

Pay Grade: Hourly Rate, \$18.00- \$23.00, commensurate with experience

FLSA Status: Nonexempt

Summary:

Assistant I-II Responsible for a variety of administrative and secretarial services for extension programming. Responsible for ensuring a professional business atmosphere for clientele. Must work as a team to ensure the success of extension programming (Texas A&M AgriLife Extension and Prairie View A&M University Extension) in Waller County. Willingness to accept responsibility for working with all county extension agents to ensure success of their programs. Cooperation with office staff in a professional manner.

Assistant I Responsible for providing primary leadership related to office management for the entire Waller County Extension Office. Coordinate with office staff to ensure the office is run in a professional manner and serving extension clientele.

Essential Duties and Responsibilities

An individual must be able to perform each essential duty satisfactorily. Essential duties and responsibilities may include, but are not limited to, the following:

Assistant I-II

- Opens office on time, remains on duty throughout office hours, and sees the office is neat and orderly.
- Maintains professional appearance, demeanor, and environment.
- Maintains Waller County AgriLife Extension website.
- Maintains and promotes extension programming through social media.
- Helps maintain all inventories, records, office equipment, and supplies for the office following both Texas A&M AgriLife Extension and Waller County guidelines.
- Responsible for coordinating with AgriLife IT to maintain/update office computers.
- Manages and coordinates incoming and outgoing mail. Uses approved correspondence style, prepares correct number of copies, proofreads, and properly arranges all copies for signatures.
- Directs clientele to the appropriate extension agent or information source.
- Knows the interrelationship of Texas A&M AgriLife Extension and Prairie View A&M University with other federal and state agencies and local associations and

organizations to the extent that you can direct clientele to the proper agency, association, or organization.

- Helps create documents and assist with all details related to marketing, registration, and program implementation.
- Assists with all 4-H events/programs including but not limited to programmatic content development, registration, event set up, and event clean up.
- Assists with Agriculture/Natural Resources, Family and Community Health, and Community and Economic Development programs including but not limited to programmatic content development, registration, event set up, and event clean up.
- Coordinates with extension agents to maintain accurate mailing list including address, email, and phone for program areas.
- Assists with office staff and agents to keep and maintain accurate records of monies received in the extension office including cash, check, and electronic payments.
- Assists office staff with managing office calendar and scheduling of conference rooms.
- Must maintain office confidentiality.

Assistant I

- Coordinates with department head and office staff to ensure clientele are served during office hours.
- Ensure office is open from 8-12 and 1-5, Monday through Friday.
- Prepares requisitions and orders of office supplies and materials for all agents and office staff.
- Assists in the onboarding of new staff and agents.
- Oversees stamp.com account, communicates with Extension District Office for postage needs. Designated mail clerk.
- Coordinates office conference schedule, office weekly conference meeting, office conference records, and disseminates all minutes to extension administration.
- Maintains and manages accurate records of monies received in the extension office for extension events/programs including cash, check, and electronic payments.
- Responsible for maintaining the office calendar and scheduling of conference rooms.
- Processes and remits payment for all fee-based programming in accordance with AgriLife Extension cash management policies and procedures.

Peripheral Duties

Assistant I-II

- Provide support for extension events after-hours when assigned.
- May be required to periodically work weekends when assigned.
- Travel out of town when needed for meetings/trainings.

Assistant I

- Carry out all duties and responsibilities in the absence of agents.

Minimum Qualifications, Education and Experience

Assistant I-II

- High school diploma or equivalent.
- Two years of related experience and training.
- Proficient in utilizing Microsoft Office Suite, Adobe, Word Press, Canva, Google Forms, etc.
- Any equivalent combination of education, experience, training, and/or certifications which provide the required knowledge, skills, and abilities will be considered.

Preferred Qualifications, Education and Experience

Assistant I-II

- Basic understanding of extension and extension programming.
- Experience in social media marketing.

Assistant I

- Five years of related experience.

Certifications, Licenses and Registrations

- Valid Texas Drivers License
- Ability to acquire Texas Notary Public Designation

Special Requirements

- Must pass a volunteer screening with Texas 4-H. Requires background screening and volunteer training.
- May be required to work outdoors.

Application Instructions

Applicants must submit a cover letter, county employment application, and list of at least 2 references. Applications can be submitted in person to the Waller County Extension Office or emailed to matthew.march@ag.tamu.edu