



POSITION DESCRIPTION
IRON COUNTY NUTRITION EDUCATION PROGRAM
OFFICE ASSOCIATE (LTE)

TITLE: Office Associate (LTE)

TIME: 50% FTE (approx. 20 hours weekly); Limited Term Employment (LTE)

LOCATION: Primarily in Iron County Extension Office, 300 Taconite Street, Hurley, WI 54534. Some occasional travel may be necessary to partnering agencies in the county. **Wisconsin residency required.**

PURPOSE: Under general direction of the WNEP County Coordinator, provide clerical support and ensure daily office work is completed in a timely and efficient manner. Responsibilities include phone reception, record keeping using Excel, data entry, word processing using both Word and Publisher to develop teaching materials, respond to correspondence, and maintain inventory control.

RESPONSIBILITIES:

30% **A. Office Management**

A1. Facilitate communication with staff including telephone contacts, processing monthly calendars, attendance & travel reports, and attending as well as taking minutes at meetings.

A2. Direct and guide individuals, phone calls, and inquiries to appropriate staff and handle incoming and outgoing mail.

A3. Create and maintain correspondence, reports, records and database by utilizing Microsoft Office software including Publisher.

A4. Organize and maintain office file system and provide assistance in their relocation for storage purposes.

20% **B. Budget Responsibilities**

B1. Maintain records of educators Visa purchases, check invoices for accuracy, and forward invoices to appropriate offices for payment.

B2. Review travel expense reports with proper documentation and codes and submit for approval and payment.

B3. Prepare and maintain current records on fund/accounts for expenditures and receipts.

50%

C. Data Entry and Development of Educational Materials

C1. Enter data and information from hard copy documents into computer programs via the Internet.

C2. Identify coding errors according to established procedures and refer errors to supervisory personnel for appropriate action to ensure the accuracy of data entry processing activities.

C3. Create materials for educational programs, demonstrations and exhibits including all appropriate EEO/AA documentation using Publisher software and distribute via internet as required.

C4. Organize and maintain files on educational materials and programs including planning documents, publications prepared, promotional materials and evaluation reports.

C5. Prepare monthly newsletters and menubacks and distribute them in timely manner.

C6. Ensure all documents and procedures comply with Affirmative Action and Equal Opportunity guidelines and requirements as directed by Coordinator.

Knowledge, Skills, and Abilities:

- High School graduate or GED
- Demonstrated skill in oral and written communications
- Knowledge of modern office practices and procedures, business English, budget procedures, financial management of accounts, and mathematical skill required
- Excellent organizational skills, high level of maturity, and strong degree of self-direction and motivation required
- Demonstrated ability to work as a team player
- Knowledge and ability to use word processing, spreadsheet and database software

Essential Job Functions

- Organizational and filing skills necessary for county program
- Competent skill in computers and internet; High competency in Microsoft Publisher, Word, PowerPoint , and Excel
- Accuracy in data entry and reporting
- Function as a member of the nutrition team
- Math ability to process evaluation statistics and percentages

Equal Opportunity:As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record. Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986.