Office Associate, 4-H and Youth Programs
To assure full consideration, all application materials must be received by January 4, 2016

Please Note
This position supports the work of 5-7 people including professionals, interns, and students.
This position requires strong computer, internet, social media and customer service skills.
This position requires some weekend and evening work and travel.

The University of Wyoming invites diverse applicants to consider our employment opportunities. We are also especially interested in candidates who have experience working with diverse populations and/or diverse initiatives.

Essential Duties
• Assist the 4-H Program Coordinator in management of department. Provide support for 2 state specialists, state event coordinator and foundation director including research, recommending and preparing resources. Assist the department personnel with communications, development of education and marketing materials, organizational needs, record keeping, travel arrangements and schedules, newsletters, scholarship selection and verifications.
• Provide information and work closely with Extension personnel and 4-H leaders in all 23 Wyoming counties involved in the 4-H program. Provide support to staff in 27 UW offices regarding State 4-H program policies, procedures and regulations.
• Provide customer service to inquiries from general public across the state regarding clarification of 4-H policies, procedures and regulations.
• Assist in hiring procedures and follow up with work study students and interns.
• Manage and track travel reimbursements, IDR, pay requests, P-cards and purchase agreements as well as monitor and track all expenditures of the department’s annual budget including monthly P-card reconciliation and monthly updates of budget.
• Manage and track purchases, usage, disposal, repairs, and replacements of all programmatic equipment and department equipment for both the department and the State 4-H Foundation.
• Assist department in implementation and verification of adult volunteer screening and training and family enrollment processes. Work with UW Risk Management, UW Human Resources, and other departments as necessary in ensuring deadlines, processes, etc., are being met.
• Assist with organization and implementation of state wide events, contests, fairs, and fundraisers including attendance of select events. Events include the Wyoming State Fair, Wyoming State Shoot, Showcase Showdown and the State 4-H Volunteer Leader’s Conference. Work includes working with vendors, volunteers, UW employees and parents for successful implementation.
• Assist the department as the technology support person for the training, usage, updates, etc. of the proprietary software programs, UW software, UW CMS design and maintenance, and
mobile applications used by the department, county based UW personnel, UW 4-H volunteers, and 4-H families.

**Minimum Qualifications**
- Associate Degree and two years of professional office experience or an equivalent combination of education and work experience.
- Excellent interpersonal, verbal and written communication skills.
- Excellent Microsoft Office, web, CMS, social media, and customer service skills.

**Desired Qualifications**
- Three years of professional office experience preferred.
- Exceptional customer service skills to include pleasant phone skills, conflict resolution and possess a professional demeanor.
- The ability to multi-task, stay organized and possess strong attention to detail.
- Strong time management skills and planning/managing calendars and schedules.
- The ability to work independently and contribute to and be part of a team.
- The ability to take a project from conception/inception to successful completion within a specified time frame.
- Experience managing an office and keeping track of inventory.
- Excellent ability to learn new proprietary software and support other office managers on usage.
- Previous event planning experience.
- Experience with report preparation, analysis and documentation.
- Experience with accounts payable, Human Resources and other form processing.
- Experience with student information systems.
- Experience working for an educational not-for-profit.

**Required Materials**
Complete on-line application, resume, cover letter, and contact information for three work-related references.

**Hiring Statement**
The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. Please see www.uwyo.edu/diversity/fairness.

We conduct background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.

Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.

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