

**THE UNIVERSITY OF WYOMING
LARAMIE COUNTY OFFICE ASSOCIATE
POSITION #4575**

Position Title: Office Associate

Pay Grade: 17

Salary Minimum: \$30,780

JOB PURPOSE: Provide support for Extension programs in Laramie County. Perform office and administrative/management support tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform special projects, as directed.
- Office Administration: Provide program & educator support and office management. Work collaboratively with the Office Associate Senior to ensure educators have the appropriate support and resources for their programs. Balance changing and competing needs for resources..
- Customer Service: Receive walk-in visitors & direct to appropriate person. Answer and direct phone calls. Take & deliver messages. Respond to mailed, emailed, and faxed inquiries from clients. Investigate and report on concerns from customers and stakeholders.
- Accounting/Billing: Manage & reconcile office/program budgets. Submit invoices to be paid. Collect and deposit fees. Submit and reconcile expense reports.
- Contact Management: Manage mailings. Follow-up with potential program participants and/or volunteers. Input and maintain contact, scheduling, and participation data for program participants/volunteers/speakers. Prepare directories, mailing lists, etc.
- Marketing, Recruiting, and Publications: Produce publications - flyers, brochures, postcards, newsletters. Distribute marketing materials. Create and maintain websites and social media sites. Maintain marketing displays. Maintain UW event calendar.
- Event Logistics and Data Management: Create, maintain, and file program documents/materials. Manage program planning logistics. Make travel arrangements for educators, participants, and volunteers. Find and book venues. Arrange food and beverage. Organize, purchase, inventory, and prepare program supplies. Coordinate audiovisual equipment and operation. Assist with day

of event logistics. Input program data and generate reports on program participation, results, and impacts.

SUPPLEMENTAL FUNCTIONS:

- May assist with departmental budget planning process including research and provide/prepare financial reports.
- Assist with revision of forms and publications.
- Maintain 4-H enrollment database including data entry/reports.
- Take, prepare, and maintain meeting minutes.
- Prepare directories, registrations, surveys, or other forms as necessary.
- Assist with 4-H events as required.
- Assist with the Laramie County Fair as required.
- Maintain office social media sites.

COMPETENCIES:

- Adaptability
- Analysis/Problem Identification
- Communication
- Consistency
- Initiative
- Motivational Fit
- Quality of Work
- Technical/Professional Knowledge
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: Associate degree or an equivalent combination of education and experience.

Experience: 2 years progressively responsible work-related experience

Skills/Knowledge: Competent in Microsoft Word and Excel

DESIRED QUALIFICATIONS:

- Excellence in ability to communicate orally and in writing. Evidence documented through application materials and experience
- Basic accounting skills

- Project management skills- Tracking status of multiple projects, delegating, and meeting deadlines
- Competent in Microsoft PowerPoint, and Publisher, and/or other slide or design applications
- Time management skills, experience handling multiple tasks and deadlines
- Ability to complete complex administrative tasks, follow detailed procedures/methods, and problem solve
- Organizational and planning skills
- Ability to maintain complete and accurate detailed records
- Experience with bookkeeping, budgets, and accounting
- Experience creating and maintaining web pages
- Experience in reception skills
- Experience in maintaining calendars and scheduling appointments, events, and meetings
- Higher education work experience

REQUIRED MATERIALS: Complete the online application and upload the following for a complete application: cover letter, resume or C.V. and contact information for four work-related references.

Position will remain open until filled. Screening of applicants will begin Monday, March 28, 2022.

Contact for application information/questions contact:

Ann Roberson, Business Manager
University of Wyoming Extension
1000 E. University Ave., Dept. #3354
Laramie, WY 82071
Phone: (307)766-3566
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For specific position information, contact:

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