



UNIVERSITY OF WYOMING EXTENSION

Office Assistant, Senior

Job ID # 9185 Position #4575

Laramie County Extension Office (Position is located in Cheyenne, Wyoming)

Pay Grade 14

Closing Date: November 12, 2017

Essential Duties

Assist the UW Youth Educators with overall management of the 4-H and CNP programs in Laramie County. Specific duties can be found on the position announcement at the link below.

This position requires some night and weekend work as well as occasional overnight travel.

Minimum Qualifications

- ◆ High School Graduate or GED and two years of comparable (office) experience.
- ◆ Valid Driver's License with a motor vehicle record that is compliant with the University Vehicle Use Policy Found at: <http://www.uwyo.edu/auxserv/fleet/Official-Vehicle-Policy/OVP.pdf>
- ◆ Excellent interpersonal, verbal and written communication skills.

Desired Qualifications

- ◆ Two or more years' experience in a higher education setting.
- ◆ Working experience with Microsoft Office products.
- ◆ Ability to maintain complete and accurate detailed records.
- ◆ Proven ability to work well in a team environment with strong interpersonal skills and a dedication to customer service.
- ◆ Ability to follow detailed procedures and methods and problem solve.
- ◆ Experience with bookkeeping, budgets, and accounting.
- ◆ Experience creating and maintaining web pages.
- ◆ Experience handling multiple tasks, with varying deadlines, all within a busy team setting.
- ◆ Experience in reception skills.
- ◆ Experience in maintaining calendars and scheduling appointments, events, and meetings.
- ◆ Ability to adhere to strict confidentiality standards.

Required Materials

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

To apply, or for more information, please visit:

https://jobs.uwyo.edu/psp/EREC/UWEXTERNAL/HRMS/c/HRS_HRAM.HRS_CE.GBL?SiteId=1

For questions contact Human Resources, University of Wyoming, Room 139 Wyoming Hall, Laramie, WY 82071-3422. Phone # 307-766-5612, Fax # 307-766-5607.

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, 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.