

POSITION DESCRIPTION

Title: Secretary (classification in Alcona County – 201)

Working Title: Alcona County MSU Extension Secretary

Open – March 17-April 7, 2022 – materials should be received by close of business 4/7/22

Hours: 28 hours/week – 8:30a-4:30p, M-Th with lunch hour. Schedule can shift meet successful candidate's needs.

BASIC FUNCTION

Types, enters data, answers the telephone, and files departmental documents to provide clerical assistance to faculty, staff, and students.

Be the “face” of MSU Extension (MSUE) in Alcona County in a way that allows clientele, and potential clientele, to quickly and easily access Extension system information; direct clientele to appropriate information and resources (e.g. Educators, Faculty, MSUE Bookstore, websites); assist with the logistics and promotion of MSUE Educational events in the county; and, support MSUE staff in a manner consistent with delivery of Extension programs.

Characteristic Duties/Responsibilities

- Types and proofreads standard and/or pre-formatted documents to provide the necessary documentation for activities within the Department and to produce rough drafts and final copies for faculty and staff.
- Acts as receptionist for the office - greets visitors and answers the phone to provide information or screen, prioritize and route to the correct source.
- Reproduces, collates, and staples materials for faculty and staff.
- Inventory and requisitions office supplies for operations of the staff.
- Performs daily maintenance of office equipment and arranges for repairs when necessary.
- Compiles information and maintains departmental files, routine records, and statistics to have records for audits and internal needs.
- Sorts, opens, and distributes Department mail.
- Assists with Departmental procedures as required including requests for information from staff/director.
- Research and provide timely answers to the public/clients about the diverse subject matter areas of MSUE work groups and logic models using MSUE Expert Search, eXtension and other appropriate resources as needed.
- Create promotional/marketing materials for MSU Extension programs and distribute, as requested, including, but not limited to newspapers, Chambers of Commerce, community calendars, emails/community organizations list, Facebook, and flyer distribution.
- Assist with logistics related to MSU Extension programs, such as assisting with registering clients for programs, developing program/event registration lists, producing sign in sheets, to include 4-H online records, 4-H enrollment, and club preparation.
- Collaborate, plan, and participate in office staff meetings.
- Maintain schedule of meeting/conference rooms within the office.
- Create, grow, and maintain a directory of contacts.
- Direct phone calls to the appropriate MSUE staff, locally or utilizing MSUE Expert Search as needed.
- Maintain and update computer skills and technical knowledge for office software applications.

- Collect, account for, and deposit money for services and/or materials provided by the office.
- Learn and manage VEND system for county office, including ringing of sales, running, and submitting bi-monthly financial reports and maintenance of VEND and Clover machines.
- Complete project work independently to facilitate the functions of the MSU Extension office.

WORK ENVIROMENT

Standard office environment. The job requires moderate physical effort and involves sitting, viewing a computer screen, and typing 26-75% of the time.

MINIMUM QUALIFICATIONS

- High School education with course work in business-related areas or equivalent education and experience.
- Six months of experience in word processing, typing, and filing.
- May require technical knowledge or training related to the field of employment.

DESIRED QUALIFICATIONS

- Effective oral and written communication skills.
- Demonstrated ability for accuracy and thoroughness.
- Knowledge of computer software and usage (e.g., word processing, spreadsheets, scheduling, Internet browsers, etc.).
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.
- Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences.
- Understanding of and ability to implement Civil Rights principles and compliance standards.
- Has an understanding and commitment to equal access and opportunity and to diversity, equity, and inclusion.
- Other skills and/or physical abilities required to perform duties of the position.

FAIR LABOR STANDARDS ACT DESIGNATION

This position is non-exempt as defined under the FLSA.

Interested applicants should send a resume and cover letter to Ian Sawyer, sawyeria@msu.edu, 989-275-7178. Questions can be directed to Ian or Julie Darnton, District Director for MSU Extension, 810-922-6483 or darntonj@msu.edu.

Alcona County is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

This position is supervised by Michigan State University Extension through a Memorandum of Agreement with Alcona County.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. MSU is committed to achieving excellence through cultural diversity. Persons with disabilities have the right to request and receive reasonable accommodations.