



WASHINGTON STATE UNIVERSITY
EXTENSION

4-H Office Assistant

General Description

The 4-H Office Assistant is a mid-level, part-time Clerical Assistant position. Under the supervision of the 4-H Extension Coordinator, the 4-H Office Assistant engages in bookkeeping, cash handling, word processing, data entry and public information and communication related to the Washington 4-H International Exchange programs, and WSU Thurston County 4-H Youth Development. Employees in this position are generally expected to exercise judgement under supervision and use specific knowledge and experience to accomplish the assigned tasks while maintaining compliance with both WSU 4-H Youth Development and Thurston County policies and procedures. This position reports to the 4-H Extension Coordinator. Work schedules and activities are determined by the Extension Coordinator to meet the needs of the program.

Essential Job Functions

- Engage in day to day management of 4-H membership enrollment, event entries and reports
- Provide support for Washington 4-H International Exchange programs
- Assist staff during special events
- Promote and support Thurston County 4-H, WSU Extension, and Washington 4-H International Exchange through email and phone inquiries, as well as in-person interactions with volunteers and the public

Distinguishing Features

The 4-H Office Assistant is expected to interact positively with the full range of visitors to the WSU Thurston County Extension Office and participate as needed in Extension and 4-H special events.

Working Conditions

Manual dexterity is needed to operate a computer keyboard. Lifting and carrying materials weighing up to 40 lbs. may be required on an occasional basis. Certain tasks may require long periods of standing or sitting, also reaching and bending. May be required to deliver items, travel to meetings, operate Thurston County vehicles, and assist with 4-H events. This position requires the ability to both perform work independently and work cooperatively with the Extension Coordinator and Program Assistants, as well as other WSU staff. Weekend work, evening meetings, and out-of-town travel may be required on occasion.

Preferred Experience and Qualifications

- Good organizational skills
- General knowledge and experience with online data and budget management and willingness to be trained in WSU 4-H specific systems
- Comfort with and knowledge of Microsoft Office suite including Excel, Word and Outlook
- Ability to communicate clearly and effectively both verbally and in writing
- Familiarity with 4-H Youth Development
- Interest in promoting 4-H Youth Development and 4-H International Exchange
- At least 2 years of experience in office assistance, management, or equivalent