



an equal opportunity/ADA institution

ST. CHARLES COUNTY
260 Brown Road
St. Peters, MO 63376-1042
PHONE: 636-970-3000
FAX 636-279-3310
EMAIL stcharlesco@missouri.edu
<http://extension.missouri.edu/stcharles>

- Title:** Office Support/Communications Assistant
- Location:** University of Missouri Extension—St. Charles County
260 Brown Road
St. Peters, MO, 63376
- Salary:** \$11 - \$14 per hour based upon experience
- Hours:** Monday-Friday 8:00 a.m. — 4:30 p.m. 24 hours/week
(Work days and times may vary and may include extended hours based on special projects and business needs)
- Benefit:** Part-time, non-benefit

Nature of Work

- Provides general/routine administrative and office support that includes a broad range of duties.
- *Focuses on completing work effectively, efficiently and in a timely fashion*
 - *Understands how own work impacts others in the team*
 - *Impacts the efficiency and accuracy of own work and begins to impact the work of others*
 - *Completes work with communication skills*
 - *Provides information to and exchanges information with appropriate and respective parties*
 - *Uses existing procedures to solve routine problems and perform a range/variety of tasks/activities*

Key Responsibilities (to be completed by department)

- Greet visitors, answer incoming calls, route calls, take message and respond to general inquiries. Distribution of postal and electronic mail. Provide publications and reference materials for customers. Refer questions to county specialists as appropriate.
- Open and close office in accordance with established procedures. Maintain an up-to-date county web page. Maintain inventory and as directed by supervisor, order supplies and postage. Maintain classroom schedule.
- Supports county specialist in the creation of program materials, correspondence, and newsletters. Manages online media and marketing support through social media platforms and website, including management of publishing schedule and media distribution.
- Assist with publishing of Annual Report, including: gather data from county specialists, design of publication layout, formatting content, text editing, and printing of final copies.
- Receive incoming samples for lab tests and ensure submitted to university labs. Assist customers with self-directed training for private pesticide applicator licenses. Assist educational activities of affiliated volunteer organizations. Assist with pressure gauge testing services and proctor distance learning tests.

Job responsibilities listed herein are a general description of typical job duties, responsibilities, qualifications, and physical demands of the incumbents but should not be considered all-encompassing as actual responsibilities may additionally include other duties as assigned.



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- Assist in training volunteers. Follow best methods for accomplishing tasks and complete all work in a timely manner that promotes a neat, professional image. Maintain paper and electronic files. Maintains information flow and message services with the office and assist in maintaining calendar for specialist.
- Support the County Extension Council and County Engagement Specialist in regular monthly meetings and committee tasks. Assist with compiling council member binders and other requested information. Assist with annual council member elections and annual dinner.
- Work as team member in cooperation with regional faculty, staff, volunteers, and other county office support staff.
- Assist in producing instructional materials, correspondence, etc. Process mailing and prepare for pick-up. Conduct general clerical, secretarial and office duties as assigned.

Supervision Received

Works under general supervision of the County Engagement Specialist and County Extension Council and within procedures and guidelines

Supervision Exercised

Minimal supervision of volunteers or temporary clerks in completing office and administrative duties

Minimum Qualifications

High School Diploma or an equivalent combination of education and experience and at least two (2) years of experience from which comparable knowledge and skills can be acquired is necessary

Preferred Qualifications

Effective communication skills, customer service relations experience, attention to detail and time management, computer skills with Microsoft Office: Word, Excel, PowerPoint, Publisher; Adobe Acrobat. Some lifting required, occasional evenings and weekend work with minimal travel (valid driver's license) is required

Knowledge, Skills & Abilities

- Applies acquired skills to perform a range of activities for the job
- Continues to develop skills to perform routine activities
- Demonstrates willingness to learn new processes/applications

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Application for Employment St. Charles County Extension Council

POSITION APPLIED FOR: You must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for this position. All application materials become the property of the County Council and will not be returned. Note: Background checks and criminal convictions may be conducted on the final candidate(s) for any full-time or part-time position.

Position Title:	Date Applied:
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PERSONAL INFORMATION

Name (Last, First Middle Initial)			
Address (Street, City, State, Zip Code)			
Home Phone #	Cell Phone #	Work Phone #	E-mail Address
Name of someone who knows how to contact you if your address changes		Contact's Phone #	Contact's E-mail Address
How did you find out about this job opening? <input type="checkbox"/> Web Page (identify) _____ <input type="checkbox"/> Newspaper/Journal Ad (identify) <input type="checkbox"/> Referral <input type="checkbox"/> Job Service <input type="checkbox"/> Other (Please Explain)			
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.</i>			
Are you in any way related to a member of this County Council or any present employee of the University Extension? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate the individual's name, relationship and department.			
Minimum Acceptable Salary?		Date Available for Employment?	

EDUCATION & SKILLS

Please list all education beginning with most recent. Indicate a diploma or degree, if completed, including GED if obtained.

Name & Location of School	# of yrs. Complete	Graduated	Degree & Major
College		<input type="checkbox"/> Yes If no, approx. number of credit hours completed:	
Other		<input type="checkbox"/> Yes If no, approx. number of credit hours completed:	
High School/GED		<input type="checkbox"/> Yes If no, approx. number of credit hours completed:	

OFFICE/COMPUTER SKILLS: Check ALL that apply

<input type="checkbox"/> Word	<input type="checkbox"/> Publisher	<input type="checkbox"/> Facebook	<input type="checkbox"/> NewsAdmin
<input type="checkbox"/> Excel	<input type="checkbox"/> Adobe Acrobat	<input type="checkbox"/> Twitter	<input type="checkbox"/> DotDigital
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Typing _____ wpm	<input type="checkbox"/> LinkedIn	<input type="checkbox"/> CVENT
<input type="checkbox"/> PeopleSoft			

RELATED SKILLS: List computer skills/credentials relevant to this job, including driver's license, certifications, professional licenses, registrations held (include certification/registration number and expiration date), clerical skills, and knowledge of any computer programming languages or specialized software.

EMPLOYMENT HISTORY: List your last four employers, *starting with the most recent position held.*

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ /hr or yr Final: \$ _____ /hr or yr		Organization Name	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ /hr or yr Final: \$ _____ /hr or yr		Organization Name	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ /hr or yr Final: \$ _____ /hr or yr		Organization Name	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ /hr or yr Final: \$ _____ /hr or yr		Organization Name	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			

In the box below, please briefly indicate other information about your professional or academic background and career goals, which could be pertinent to an employment decision.

PLEASE READ CAREFULLY AND CHECK THE BOX - I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire me or termination without notice. I agree that all rules, orders, and regulations of the Board of Curators affecting my employment shall constitute a part of my appointment or employment. I further understand that the University of Missouri has the right to review and investigate my education, previous employment, driving, and criminal records and other background data.

APPLICANT'S SIGNATURE: _____ DATE: _____

NOTICE OF NONDISCRIMINATION - Per Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, or status as disabled veteran or veteran of the Vietnam Era. Any person having inquiries concerning compliance with these regulations is directed to contact the County Extension Council or the Assistant Secretary of Civil Rights, U.S. Department of Education.

To addition to this application form, please include the following:

- List of 3-5 references
- Resume
- Cover letter

Return application materials to:

University of Missouri Extension – St. Charles County
Attn: Alex Reichert, County Engagement Specialist
260 Brown Road
St. Peters, MO 63376
Phone: (636) 970-3000
Email: stcharlesco@missouri.edu

