



LAKE COUNTY GOVERNMENT CENTER  
2293 NORTH MAIN STREET  
CROWN POINT, IN 46307  
**(Internal / External)**

**Department: Purdue Extension – Lake County**

**Location: Purdue Extension – Lake County**  
**2291 North Main Street**  
**Crown Point, IN 46307**

**Position: Administrative Assistant**

Classification: (Full-Time)

FLSA: Non-Exempt

Direct Reports:

Reports to: County Extension Director/Office Manager

**Requirements: Must be 18 yrs. of age with a minimum high school diploma or equivalent. Must be a reliable worker who is able to perform routine tasks without supervision. Must possess the following:**

- High school diploma or its equivalency
- Excellent written communication skills and attention to detail. Thorough knowledge of English grammar, spelling, and punctuation and ability to compose correspondence and edit documents.
- Working knowledge of Microsoft Office Suite (Word, Excel, Access, Power Point, Publisher, and Outlook), graphic design tools, e.g., Canva, video editing software, e.g., Adobe Premier, and social media applications, e.g., Facebook, YouTube, Instagram, etc.
- Ability to assist in creation and delivery of creative content (text, image, and video).
- Ability to learn and adhere to copyright regulations, Purdue Extension branding guidelines, photo release policies, etc.
- Ability to plan tasks and manage time effectively.
- Ability to work alone with minimal supervision and with others in a collaborative team environment.
- Ability to communicate with multiple Educators about specific needs and deadlines.
- Ability to work with diverse audiences and stakeholders. Working knowledge of Spanish is helpful but not required.
- Ability to occasionally work outside of normal office hours, e.g., to assist with an evening educational program, with advance notice.
- Previous experience with or knowledge of Purdue Extension is helpful but not required.

## **Essential Duties/Responsibilities:**

- Provide administrative support to assigned primary Extension Educator Program area, but will assist all Extension Program areas as needed.
- Share general office responsibilities as part of Extension office support staff, and assist with special projects in other program areas as requested by Educators, e.g., county fair activities, off-site programs, etc.
- Perform various office tasks, including making copies, setting up/tearing down meeting space and AV equipment, going to mailroom or post office, and other tasks as needed.
- Assist with answering Extension Office phones and greeting visitors/program participants. Answer inquiries regarding general Extension information. Direct other inquiries to appropriate staff; take accurate messages as needed.
- Work will primarily be done at the Extension Office. Occasional assignments may involve travel throughout Lake County or other Extension locations. Mileage for approved travel will be reimbursed.
- Prepare appropriate resources for Educators using survey tools, polling software, and presentation software, e.g., Power Point.
- Create and distribute social media posts, press releases, flyers, videos, etc. as assigned by Educators.
- Assist with preparation of county Extension newsletters and program booklets or handbooks. Assist with keeping Purdue Extension Lake County website up-to-date.
- Assist with program registration and occasional publication sale transactions. Handle financial transactions according to Purdue Extension policy.
- Facilitate communication with current program participants and volunteers as well as potential new audiences. Assist in raising awareness of programming, promoting local/state opportunities, and recruiting new participants.
- Provide courteous, helpful customer service. Represent Purdue Extension in professional and positive manner.
- Participate in training opportunities. Utilize Purdue Extension and program area resources to improve skills and knowledge.
- Perform other reasonable duties as assigned by Educators. Volunteer management. Including maintaining records, tracking to ensure requirements are met, scheduling meetings and other administrative tasks as directed by the Educator.

## **QUALIFICATIONS/EDUCATION REQUIREMENTS:**

- **Minimum - high school diploma or equivalent**
- **English, Math and Spelling skills**
- **Computer skills (Microsoft Office Suite / Outlook)**
- **Problem solving skills**
- **Operation of office equipment (computer, calculator, phone, printer, copy machine, etc.)**
- **Normal working hours 8:30am – 4:30pm**
- **Punctual and dependable**
- **Customer service and basic telephone etiquette**
- **Willingness to assist in areas outside of regular job duties, including temporary transfer of position and assignments**
- **Must maintain a high degree of professionalism and confidentiality**

**OTHER DUTIES:**

Perform all other duties as assigned.

**PHYSICAL REQUIREMENTS OF THE POSITION:**

Must be physically capable of lifting to 30 lbs. Position requires full use of arms, hands, and legs and tolerate continuous periods of repetitive motion activity. The job requires the ability to bend, walk, and reach overhead. Position requires sitting for extended periods.

**RESPONSIBILITY FOR SAFEGUARDING ASSETS:**

Make sure that supplies are maintained and office spaces are safeguarded.

**RESPONSIBILITY FOR RESULTS:**

Work should be done on a consistent basis to the satisfaction of management.

**SPECIFIC SKILLS INCLUDE:**

Work cohesively with peers, supervisors, staff, and the general public.

**All Resumes and applications must be sent to the Lake County Human Resources Department**

**Attn: Human Resources  
2293 North Main Street  
Crown Point, IN 46307**

**\*Applications are located on the 3rd floor of Government Center in Human Resources\***