



Extension Green County  
Justice Center  
2841 6<sup>th</sup> St.  
Monroe, WI 53566  
(608) 328-9440\* FAX (608) 328-9519\*WI Relay 711

## Green County Extension Office

### Extension Green County Student Assistant - Position Description

**Title:** Extension Green County Student Assistant

**Employment Period:** 7-9 Weeks (early June – late-July) Start and end date are flexible

**Summary:** Under the general direction of the Extension Business Manager, this position is designed to provide clerical support to a variety of Extension programs during the summer months. The Student Assistant will increase his/her knowledge office operations and University of Wisconsin, Division of Extension. This summer position provides valuable pre-professional office experience. This is an on-site position at Extension Green County office located at 2841 6<sup>th</sup> Street, Monroe, WI.

#### Position Responsibilities:

- Assist in the clerical support of Extension program and partnerships with of Green County Fair (July 16-20), including:
  - Preparing printed materials as directed (i.e. cage labels, exhibitor packets, herdsmanship forms, buyer cards)
  - Gather and putting back supplies (i.e. promotional display, superintendent supplies kits)
  - Assisting with county fair set up and take down days
- Assist Support Staff with office clerical duties, as needed, including answering the phone, helping customers at the county, mailings, registration and result entries, evaluation tabulations, and newsletter formatting
- Assist in additional Extension short term program support as opportunities arise
- Operate a variety of office equipment including printers, laminators, copiers, paper cutters, computers, phones, etc. Training will be provided on all equipment.

#### Position Qualifications:

- Positive attitude and commitment to teamwork in a collaborative environment
- Strong organizational and communication skills (oral and written)
- Ability to creatively and flexibly solve problems as they arise
- Ability to be self-motivated and speak up to ask questions
- Ability to work with people of diverse backgrounds
- Knowledge of computers; Microsoft Word and Excel, Google Suite, internet browsers, and other softwares helpful
- Preferred high school sophomore status or greater.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work in outside weather conditions. The noise level in the work environment is usually moderate.

**Salary:** \$13.00/Hour for approximately 7-9 weeks (15-20 hour work weeks), reimbursement for work related travel expenses and limited additional hours, both must be pre-approved

#### Application Procedure:

**1) APPLICATION INSTRUCTIONS:** To receive full consideration you must submit all of the following documents to [swileman@wisc.edu](mailto:swileman@wisc.edu) by the application deadline:

- COVER LETTER** (up to one page) in which you summarize why you are interested in this position and this position fits within other summer plans or commitments. Please note that your response will be evaluated not only for content but for written communication skills as well.

- b. **RESUME**, including education, work history (if any), volunteer experience, school and community involvement, hobbies and interest, and relevant 4-H or youth program experience.
- c. **CONTACT INFORMATION FOR TWO TO THREE (2-3) REFERENCES**, none of whom should be related to you. For each reference, please indicate the nature of your relationship and include their title, e-mail address and telephone number.

**Application Deadline: Friday, January 31<sup>st</sup> at 4:30pm**

**ADDITIONAL NOTES: If you have any additional questions, please contact Ellen or Samantha at the** Extension Green County office at (608) 328-9440 or [ellen.andrews@wisc.edu](mailto:ellen.andrews@wisc.edu) or [swileman@wisc.edu](mailto:swileman@wisc.edu). You can also visit the Extension Green County website <https://green.extension.wisc.edu/> for additional information.

*An equal opportunity employer, the County of Green will not discriminate on the basis of handicapped status in admission or access to or treatment of employment or in its programs, services or activities. Upon hiring, Green County requires a drug screening as part of its employment process. University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provided equal opportunities in employment and programming including Title VI, Title IX and ADA.*