

Office Program Assistant - MARSING

University of Idaho, Owyhee County Extension Office

Salary: \$17.45

The University of Idaho, Owyhee County Extension located in Marsing, has a full-time position for an Office Program Assistant. This position is 37.5 hours per week, starting at \$17.45, (possibly more with relevant experience).

SUMMARY: The principal function of this position is to perform a variety of general duties for the UI, Owyhee County Extension Office. The primary function of this role is to provide support and complete clerical and customer service responsibilities. Regular tasks of this position include assisting the general public, answering questions, and managing a variety of duties. This work requires multiple tasks, with occasional interruptions to assist the public. This individual must be able to learn office programs, policies, and procedures (training provided) and be able to implement these in work duties. The ideal candidate will be proficient in Microsoft Office, and be able to navigate or learn additional platforms and software as needed.

The individual in this role will need strong communication skills, including assisting walk-in clientele, talking on the phone, and conducting timely and adequate email communication. Candidates must have strong clerical, customer service, and training skills. In addition, the ideal candidate will have the ability to handle a variety of competing priorities with ease. The duties of this position are typically performed in an office environment, with regular training, classes, and events taking place on and off-site. Training and support for this position will be provided as needed.

QUALIFICATIONS: A high school diploma or equivalent is required. Applicants will need to pass a background check successfully. A valid driver's license and reliable transportation are required. Must be able to lift and carry programming supplies and equipment up to 25 lbs.

BENEFITS: Full benefits package, including medical and retirement through PERSI.

APPLICANT PROCESS: All applicants must provide a job application; resumes are encouraged. Applications may be obtained from www.owyheecounty.net/employment/ or in person at the UI, Owyhee County Extension office located in Marsing. Full job description is available by contacting Rachelle Fahey at Rachelle Fahey RFahey@co.owyhee.id.us

This position is open until filled, but priority will be given to applications received by **January 30th**.

Owyhee County is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.