FOSTER COUNTY

NDSU | EXTENSION FOSTER COUNTY

Administrative Assistant Job Opening





Application and job description are available in the NDSU County agent office or may be downloaded on the Foster County website. Applications can be mailed or delivered to the NDSU Extension Office, 1000 5th St N, Carrington, ND 58421. Open until filled.

Position Summary

Provide administrative and office & financial management support to Extension agents and the Foster County 4-H Program. Success requires professionalism, strong communication skills, proficiency in Microsoft Office and financial record keeping, along with initiative, organization, and the ability to work independently.

Office Operations & Communication

- *Answer calls, return voicemails, check mail, and respond to emails within one business day.*
- *Greet visitors, provide routine information, and direct inquiries appropriately.*
- *Serve as a contact for Extension staff, county officials, community members, and partners.*
- *Follow the Foster County Courthouse work schedule, including seasonal changes. Coordinate annual leave with Extension staff to maintain office coverage during courthouse business hours.*
- *Maintain organized paper and electronic files according to NDSU records retention guidelines.*
- *Manage office supplies, equipment, and the Outlook calendar; troubleshoot minor problems.*
- *Communicate professionally, maintain confidentiality, and represent Foster County and NDSU Extension positively.*

Financial Management and Reporting

- *Process vouchers and reimbursements; complete monthly reconciliations and prepare financial reports.*
- *Compile monthly and quarterly agent reports and complete annual records retention and civil rights reports.*
- *Follow county and NDSU financial and administrative procedures.*

Programs and Event Support

- *Assist with planning, promoting, and conducting educational programs and county events.*
- *Create flyers, social media posts, newsletters, and other materials.*
- *Support 4-H registrations, enrollments, the Foster County Fair and other Extension events.*
- *Assist with event logistics, including supplies, ordering, setup, cleanup, and deadlines.*
- *Work extended hours during major events, attend evening meetings, and participate in occasional overnight travel as needed.*

For additional information or questions, please reach out to Jeff Gale at 701-652-2581

Professional Development and Performance

- *Complete required and recommended county and NDSU training and participate in an annual performance review.*
- *Be receptive to feedback and contribute ideas for improving office operations.*
- *Maintain dependable attendance, punctuality, accuracy, and professional conduct.*
- *Follow through on assignments, prioritize tasks, meet deadlines, and communicate delays or challenges.*
- *Take initiative, anticipate office needs, and work independently while keeping Extension Agents informed.*

***Overall Expectation:** Maintain an organized, responsive, and professional office that supports Extension programs, financial responsibilities, and positive community relationships.*