



Job Opening
Purdue Extension - Whitley County Office

Title: Extension Assistant

Position: Whitley County Employee, Part-time Position

Location: 524 Branch Court, Columbia City, IN 46725

Hours:

- Maximum 29.5 hours/week
- 50 week/year
- Approx. 900 hours per year
- Evening and weekend hours will be required
- Position available through December 31, 2022 - may be renewable

Pay:

- Based on experience
- No benefits
- Mileage reimbursed for business travel at county rate.

Job Responsibilities:

- Support for Purdue Extension Programs: 4-H Youth Development, Health and Human Sciences and Agriculture and National Resources
- Responsible for office web page and social media, and partnering with schools to provide youth programming
- A vehicle is required.

Education Required:

- High School Diploma

Experience Preferred:

- Knowledge of or experience with Purdue Extension Programs: 4-H Youth Development, Health and Human Sciences and/or Agriculture and Natural Resources
- Office experience

Skills Preferred:

- People skills - works well with public, team player
- Computer skills - software programs including MS Word, Excel, Publisher, Power Point, Outlook, Google and Canva
- Office skills - ability to work with computers and copiers, answer phones, clerical skills

Applications available at: 524 Branch Court, Columbia City or 260-244-7615 or 260-625-3313 or geigert@purdue.edu. Application deadline: October 1, 2021