SUMMARY OF POSITION

Provide office support for administrative needs by following standardized practices and detailed procedures performing basic office tasks, including but not limited to document processing, file management, database management, and receptionist duties. Ability to prioritize work, exercise judgment, and make professional decisions based on knowledge of departmental operations, policies, procedures and established guidelines.

20 hrs per week
LOCATION: BRENTWOOD, NH-ROCKINGHAM COUNTY

REQUIRED QUALIFICATIONS

• HS or equivalent
• Ability to work independently, collaboratively, take direction, and establish and maintain effective working relationships with faculty, staff and the public.
• Proficiency in Microsoft Office.
• Experience in design-related or database computer programs a plus.
• Competence with social media platforms (including Facebook and Twitter).
• Effective oral and written communication skills.
RESPONSIBILITIES

1. Act as a first point of contact and reception for the Rockingham County Office of UNH Cooperative Extension to the public through phone, email, social marketing sites and walk-ins. Maintain privacy in communicating sensitive information and confidential materials.

2. Communicate workshop/program registration to prospective and/or current participants. Assist with scheduling workshops, programs, and meetings as directed.


4. Maintain organized and professional appearance of public areas including reception, copy and meeting spaces.

5. Prepare program materials, information, and routine correspondence as directed and assist with other daily office operations such as copying, assembling and distributing materials.

6. Assist the Soil Testing Program, the Arthropod Identification Program, Plant Identification Service, and Plant Diagnostic Lab and route to appropriate specialists, providing results to clients as directed.

7. Perform related duties as assigned.

ADDITIONAL INFORMATION

- Flexible Work schedule totaling 20 hours/week, with an occasional evening or weekend assignment.
- Applicant should have the ability to work independently and handle multiple tasks, possess strong organizational skills, and be dependable.
- Reliability and professional demeanor essential to adequate performance

EEO Statement

The University System of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.

Institution Information

A comprehensive land-, sea-, and space-grant university, UNH is the state's flagship public university and is ideally located in the rural town of Durham, with ready access to the Maine and New Hampshire seacoasts, Boston, and the White Mountains. The University actively creates and nurtures a dynamic learning environment in which qualified individuals of differing perspectives, life experiences and cultural backgrounds pursue goals with mutual respect and shared spirit of inquiry. UNH has approximately 12,200 undergraduate students and 2,300 graduate students.