Position Information

The Administrative Assistant provides specialized administrative support to the NDSU Extension Service Central District director and to N.D. Agricultural Experiment Station scientists/specialists at the Carrington Research Extension Center (CREC) in a professional office setting. The wide range of responsibilities includes, but is not limited to, the following:

- Perform departmental receptionist responsibilities including: answer telephones, greet visitors, order and organize office supplies and manage day-to-day clerical tasks.
- Perform administrative support duties including:
  - Data entry, maintain and develop paper and electronic files on expenditures, staff reporting, required trainings, salary, absence requests, years of service and other financial and employment records for the staff in the Central District counties.
  - Assist the district director in all Extension agent/staff recruitments in the Central District including use of online recruitment software, advertising, etc., as well as retirements, resignations and terminations through online staffing management software.
  - Assist with and serve as records retention coordinator for the Central District.
  - Plan and host biennial Central District support staff conference.
  - Assist program leaders in coordinating workshop activities and CREC field days and tours.
- Process records and billings associated with electronic accounting (PeopleSoft):
  - Manage billing/payments, monitor financial resources and budget balance of the Central District funds.
  - Review and suggest guidelines and procedures to ensure compliance with all NDSU, state and federal policies.
  - Assist with input of information to process CREC payments to vendors.

Behavioral expectations include:

- Work ethically, with integrity, and respect confidentiality.
- Contribute to an environment of cooperative, supportive and positive working relationships with co-workers and clientele. Promote a healthy work environment and support everyone’s efforts to succeed.
- Resolve differences constructively. Use tact and courtesy at all times.
- Use effective time management. Be prompt in attendance for work and meetings and be fully engaged.
- Exhibit positive attitude, image and personal motivation. Be a professional at all times.

Minimum Qualifications

- High school diploma or equivalent
- Four years of administrative support work experience with a demonstrated history of progressive ability and responsibility in a multidisciplinary team environment.
- Effective interpersonal, oral and written communication skills.
- Ability to work effectively with minimal supervision and in a team environment.
- Ability to prioritize multiple responsibilities.
- Ability to adapt to changing needs.
- Proficiency with Microsoft Office Suite, Adobe and the Internet.

Preferred Qualifications

- Experience with PeopleSoft and Content Management System (CMS).
- Relational database development experience such as MS Access.
- Knowledge of the Extension Service, Agricultural Experiment Station and Research Extension Centers.