

Job Description  
NDSU Extension – Burke County  
Administrative Assistant

NDSU Extension is hiring a full-time Administrative Assistant at their Burke County office. This position reports to the County Chair, but is an employee of the Burke County Extension office and is subject to the terms, conditions & benefits of Burke County.

**Responsibilities:** Receive incoming calls and office visitors; operation of standard office equipment such as computers, copy machines, printers, voicemail, etc; design, produce and proof-read newsletters, reports, fliers, program announcements and correspondence; handle incoming & outgoing mail and email on a daily basis; maintain computerized mailing lists and prepare bulk mailings; set-up and maintain files; web design/maintenance; manage and maintain Facebook/Social Media; computer data entry and database management with various Microsoft Office applications; receive money and maintain income/expense records for various accounts; provide support for the 4-H program including but not limited to maintaining 4-H members records and assisting with various 4-H activities and events. Also responsible for maintaining the county weed board pesticide inventory and related duties.

**Preferred Qualifications:** Associates' or vocational degree or 2 years of post high school training and 1-2 years of experience, or any combination of equivalent education and experience. Strong computer skills, including but not limited to a working knowledge of Windows, file management, word processing and spreadsheets. Willingness to learn or working knowledge of database programs, web development, presentation software and email would also be useful. Ability to work independently or in a team setting: organization/prioritization skills; and good oral, written and interpersonal skills also required. Successful applicant must be willing to follow the NDSU Child Protection Policy.

**Salary Range:** \$48,000-\$52,000 per year, depending on experience

**Hours:** 8:00 am – 4:00 pm M-F (Lunch 12:00 – 12:30) –  
Job duties may occasionally fall outside of normal working hours

**Benefits:** Paid Vacation, Paid Sick Leave, 10 Paid Holidays, Retirement Plan, health, dental, vision and life insurance options, as well as flexible spending account options.

**Submit Application to:**

NDSU Extension Office  
PO Box 280  
Bowbells, ND 58721  
or email to: [dan.folske@ndsu.edu](mailto:dan.folske@ndsu.edu)

**Application Deadline – March 8, 2024**

*[Link to Application Below](https://burkecountynd.com/wp-content/uploads/2022/07/Employment-Application.pdf)*

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