

## **LTE Project Assistant – UW Extension**

Oneida County is accepting applications for the position of LTE (Limited Term Employee) Project Assistant with UW-Extension. Position is available for up to 20 hours per week; job share opportunities available. This position provides clerical and customer service support for various programs including 4-H, completes general office duties, and serves as a point-of-contact for phone and walk-in inquiries. Work hours will occur on weekdays and work schedules may vary (some flexibility available). Starting 2021 hourly rate of \$12.59; no benefits provided.

Qualified individual must have a high school degree or equivalent. Previous general office experience in clerical and/or customer service setting is required. Must have knowledge of computer software and accessories, and be able to type at least 40 wpm.

Interested applicants must complete the required Oneida County application, found at [www.co.oneida.wi.us](http://www.co.oneida.wi.us). Completed applications along with any resume and cover letter should be submitted to [ilueneburg@co.oneida.wi.us](mailto:ilueneburg@co.oneida.wi.us) or mailed to Oneida County LRES, P.O. Box 400, Rhinelander, WI 54501. Please call Jenni at 715-369-6153 with any questions or to receive a paper application. Applications will be accepted until the position is filled.

*Oneida County is an Equal Opportunity Employer*

# Job Duties

## LTE UW-Extension Project Assistant

### 4H Program

#### Online enrollment

- Email/Call adult volunteers regarding completion of background check and training
- Email/Call 4-H families to complete enrollment process
- New 4-H Family enrollments; send welcome email, follow up with welcome packet
- Keep track of all members who register for events (regional, statewide, national & international) through 4-Honline
- Keep track of all members who register for our local events through Google Docs.

Keep track of payments for various 4-H events

Answer questions rec'd via 4-H online or phone about Oneida County 4-H

Create and distribute via 4-H online bi-weekly Email blast

Create and distribute via mail 4-H monthly newsletter to all 4-H members, community partners and county board supervisors. (Shared with 2<sup>nd</sup> LTE)

Create and send publicity materials for upcoming 4-H programs/events to area schools, community calendars, press release, libraries, website and other community partners

Manage 4-H Leaders' Association minutes, agendas, etc. on extension website

### Teen Court

Assist educator in typing up and sending out appropriate letters to panelist, participants and court.

Answer questions from Teen Court participants/families

### General Duties

Update website for all educators with current information

Prepare in-person activities as needed, printing, communicating and set-up

Receptionist – First responder to incoming calls, Greet in-person visitors and assist public support duties.

Secretarial support to all educators

Public support – plat books, soil & water testing PAT Testing (Pesticide), Horticulture questions, pressure gauge testing

Support and educate Oneida County Fair Exhibit Court Coordinator