

Matagorda County Extension Office

Position Available: Part Time Administrative Assistant to Family Consumer Science Agent and Marine Science Agent. Position will be posted until filled.

Send or drop off Applications to this address:

Matagorda County Extension Office
Attn: Cynthia Page
2200 7th Street, 3rd Floor
Bay City, TX 77414

Texas A&M AgriLife Extension Service in Matagorda County is accepting applications for the position of a part time Administrative Assistant. This position is 29 hours/week or less. No benefits will be provided.

The successful applicant must be a team player and able to work on multiple projects simultaneously and proficient on the computer.

Required knowledge, skills, and abilities:

Knowledge: General office operations, bookkeeping procedures, and secretarial techniques

Skill/Ability: Demonstrate proficiency in both oral and written communication; operate standard office equipment, including phones, copier, calculator, and computer utilizing standard word processing, spreadsheet, and database software; type accurately; maintain accurate records and files; prepare various informative flyers; establish and maintain effective working relationships with co-workers and the general public.

Duties:

Assist all Agents and support staff as needed with preparation for programming
Answers the telephone and assists the public referring questions to proper agent
Assist with preparation and conducting of the Rice Dish Round Up
Assists with preparation and conducting of the Home Economics Fair
Assists with Livestock Division of Fair as needed
Performs other related duties as may be assigned