Administrative Assistant part-time (Auburn NY)

Description
The Administrative Assistant II provides clerical/administrative support to agency staff & Board of Director (BOD). Responsibilities include word processing, creating, editing, formatting and producing reports, office forms and technical papers, greeting Board members, spreadsheet application, database management, preparation of educational materials, and BOD event registration.

Responsibilities/Essential Functions:
• Answer, screen and direct calls from volunteers and BOD as appropriate
• Produce word processing documents for BOD & administrative staff
• Collect, enter and edit data
• Ensure security and confidentiality of all data collected
• Review and assess the completeness, accuracy and timeliness of data
• Read and interpret data reports
• Produce documents such as minutes, agendas, certificates, etc., employing desktop publishing software
• Process BOD data management - Nominating, Yr.-class enrollment and BOD registrations
• Create and maintain organized and up-to-date administrative files and databases
• Operate all basic office equipment
• Arrange BOD meetings
• Prioritize assignments appropriately
• Identify operational problems, issues, concerns, and possible solutions. Under guidance from Supervisor take appropriate corrective action.
• Participate in team decision-making activities

EEO/EPO, Customer Service and other duties as assigned:
• At all times act in a professional Customer Service manner including but not limited to business-like demeanor, tactful communications, cooperative, helpful, positive and receptive manner.
• Interact and dialogue frequently with constituents (supervisor, staff, colleagues, BOD & community members, etc.) to ensure satisfactory performance and needs are being met.
• Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
• Assist Cornell Cooperative Extension of Cayuga County in reaching out to diverse audiences.
• Aware of, and adheres to, established Cornell Cooperative Extension policies and procedures.
• Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.
• Collaborate in activities that are in general support of Cornell Cooperative Extension of Cayuga County including but not limited to attendance at BOD meetings, timely reporting of expenses, working with other staff as a member of the team, and other duties as assigned.

REQUIRED QUALIFICATIONS:
• High School Diploma and 2 years of relevant experience
• Ability to meet the travel requirements of the position.
• Ability to work flexible hours, which may include evenings, weekends, and infrequent overnight travel
• Demonstrated experience with multiple windows-based software and hardware technologies
• Ability to effectively present information and respond to questions from individuals and groups

PREFERRED QUALIFICATIONS:
• Demonstrated experience with Microsoft products, including but not limited to Outlook, Word, Excel, Publisher and Access
• Good verbal and written communication skills using traditional tools and electronic technology.
• Ability and willingness to work with diverse audiences and maintain cultural sensitivity
• Good judgment and problem solving skills
• Ability to work with a high degree of integrity, sound professional judgment, and the ability to handle confidential and sensitive information.
• Ability to plan and organize personal work responsibilities according to priorities developed with the immediate supervisor
• Ability to work occasional evenings for BOD meetings & cooperatively as part of a team
Position is part-time (15 hours per payroll period (bi-weekly)) at $12.70 per hour.

**Please submit cover letter, resume and 3 letters of reference online by June 16th, 2013.**

Materials submitted via other means (postal mail, e-mail, fax, etc.) will only be considered if complete by June 16th. Contact “Administrative Search” CCE Cayuga County, 248 Grant Avenue, Suite I Auburn, NY 13021 or cayuga@cornell.edu with any questions.

Cornell Cooperative Extension is collaboration among Cornell University, the United States Department of Agriculture, the State of New York, and the residents of New York State. Per NYS Law, county and regional Extension Service Associations are subordinate governmental agencies. This employment opportunity is with the CCE Cayuga County Association based in Auburn, NY and is not with Cornell University.

Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply. EOE

**Job**
- CCE-Administration

**City**
- Auburn

**Organization**
- Cornell Cooperative Extension Association of Cayuga County

**Schedule**
- Part-time

**Job Type**
- Administrative

**Overtime Status**
- Non-exempt

**Contact Name**
“Administrative Search”

**Email**
cayuga@cornell.edu

**Number of Openings**
- 1