The Shenandoah County VCE Office is seeking a part-time Administrative & Fiscal Assistant. This position will provide administrative support for Extension Agents in planning, implementing and evaluating Extension educational programs in Shenandoah County. This position is expected to work cooperatively and pleasantly with co-workers and the general public. Work involves planning, clerical work, coordinating and leading a variety of projects. The position averages 15 to 20 hours/week not to exceed 1,500 hours in a year. The employee will work with the Unit Coordinator to establish a routine office work schedule. The work will involve duties outside of the office during normal business hours (likely one or two times per month). The work will include some night and weekend meetings/events in response to programmatic needs (likely one or two times per month).

This position will work with Virginia Cooperative Extension in accordance with established policies that ensure that Extension programs are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.

**Required Qualifications**

High School Diploma Required. Must be able to work independently; ability to relate well with county residents and co-workers; knowledge and ability to communicate effectively orally and in writing; ability to adhere to time schedules and work flexible hours; and experience in developing positive interactions with the public are required. Must have competency (or be willing to be become trained in) Microsoft Office software; managing social media sites, web site management, and similar communication tools. Must have proficiency in data entry. Possession of a valid Virginia Driver’s License and reliable form of transportation required.

For complete description and to apply go to <https://jobs.vt.edu>

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Search posting 528195

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***Virginia Tech is an equal opportunity/affirmative action institution.***

If you are a person with a disability and desire any assistive devices, services, or other accommodations to participate in this activity, please contact Robert A. Clark, Unit Coordinator, at the Shenandoah County Office of Virginia Cooperative Extension at (540) 459-6140/TDD\* during business hours of 8:30 a.m. and 5:00 p.m. to discuss accommodations 10 days prior to the event. \*TDD number is (800) 828-1120.