



THE OHIO STATE
UNIVERSITY

EXTENSION

JOIN OUR TEAM AS A

Support Staff Member

Multiple Program
Areas

Henry County

POSITION HIGHLIGHTS

The primary role of the support staff member in Henry County is to support the county office team members in their educational, research, and service efforts.

- Supporting all Extension program areas as requested, utilizing technology to create correspondence, newsletters, brochures, and flyers.
- Answering phones, assisting clients, coordinating calendars, creating reports, and maintaining records.
- Working as a team member to provide a high level of customer service, ensuring that the process is timely, efficient, and accurate.
- Maintaining program information including files and databases.
- Helping maintain the county's general fiscal records, conducting or supporting banking, ensuring financial documents conform to university guidelines.
- Maintaining equipment inventory log, tracking equipment checked out of the office, and maintaining office supply inventory, copier, and other leased equipment contracts.

HOW TO APPLY

Visit: hr.osu.edu/careers and search for job #R99973 Office Services Coordinator – Henry County to view the complete position description and to apply.

APPLICATION DEADLINE

March 28, 2024

hr.osu.edu/careers



CFAES