

**Kalkaska County MSU Extension
Internal Job Posting
Office Manager**

This position is 30 hours a week.

The office manager will be a front line representative for the Kalkaska County MSU Extension office. This position greets customers, answers questions, links residents to MSU staff, distributes educational materials to residents, sells soil test mailers, supports 4-H members, designs promotional flyers and prepares program presentation materials. Additional duties include monitoring the county funded accounts, processing payments through a cash register system, and paying necessary invoices. Maintains office equipment and supplies for office efficiency. The selected candidate will need experience working with computer programs such as Microsoft Office suite and online program Canva. Training will be provided on duties associated with specialty software programs like 4-H online, MSU Ask an Expert, Fair Entry and dotCMS. The office manager also provides support to other office staff as needed and responsible for other duties as assigned by the district coordinator.

A high school diploma or equivalency is required. Prior experience working with the public and strong computer skills is desired. The wage rate for this position starts at \$15.78 at 30 hours per week.

Applications including a letter of interest should be submitted to:

Kalkaska County MSU Extension
Attn: Jennifer Berkey
1900 Fairgrounds Road
Kalkaska, MI 49646

Or on line at <http://www.kalkaskacounty.net/accounting.asp>

Those interested need to submit their application no later than September 20, 2023. This posting is contingent upon the board approval to fill the vacancy.