

**CORNELL COOPERATIVE EXTENSION of ULSTER COUNTY  
POSITION DESCRIPTION**

**Position Number:** 00131699  
**Working Title:** Nutrition and ESNY Program Administrative Assistant  
**Cornell Title:** Administrative Assistant II

**Name:** \_\_\_\_\_ **Employee Number:** 1274432  
**Location:** 10 Westbrook Lane, Kingston, NY 12401  
**Supervisor:** Nutrition and Family Resource Management Extension Educator

**GENERAL RESPONSIBILITIES**

- X Provide secretarial support for the Nutrition and Eat Smart New York programs.
- X Work involves diversified duties requiring an intensive knowledge of a job or work area. Requires the use of judgment in analyzing facts and circumstances surrounding work situations, problems, or transactions; and in determining action to be taken within the limits of standard accepted practice.
- X Responsible for correspondence, statistical summaries and reports, purchasing and program registrations.

**JOB DUTIES**

- X Provide general secretarial services to include: record keeping, word processing, ordering office and program supplies, filing, copying, facsimile transmissions, related telephone calls, customer service, calendar, travel arrangements, organization of information for meetings, switchboard relief, mailings, mail drop off, pickup and distribution.
- X In coordination with the nutrition and Eat Smart New York staff, respond to general requests for information about nutrition and ESNY programs and activities in the community.
- X Prepare and assemble materials for distribution to interested clientele and for use in educational programs.
- X Maintain an efficient filing system including correspondence, mailing lists and program files.
- X Responsible for the coordination of nutrition and ESNY staff meetings, including the collection of agenda items, taking minutes, update and distribute calendar.
- X Responsible for maintaining adequate operating inventories of approved Cornell and USDA bulletins.
- X Maintain ERS Database including ESNY clientele, program registrations, participation and mailing lists.
- X Maintain confidential program participant information in accordance with EPO guidelines. Work with the nutrition and ESNY staff to ensure that necessary reports are compiled and deadlines met.
- X Responsible for the layout and production of nutrition and ESNY flyers and newsletters.
- X Facilitate smoothly conducted meetings and/or workshops by preparing meeting notices, agendum, handouts, enrollment work sheets and refreshments; reserve meeting rooms; and record minutes.
- X Prepare accurate financial records for fee programs, vouchers and bulletins.
- X Participate in appropriate staff development and training activities. Attend appropriate meetings and serve on appropriate Association committees as needed.
- X Responsible for complying with all EEO/EPO policies/procedures as listed in the CCE Affirmative Action plan and in the personnel manual.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- X Certification (e.g. secretarial science or an Associates Degree in a related area; OR High School graduate with concentration in business courses and two years of full-time clerical experience; OR An equivalent combination of training and experience.

**COMPETENCIES**

- X Working knowledge of computer operation and hands on experience with Windows NT/98 and software such as all aspects of Microsoft Office (i.e., Word, Excel, Access, Publisher, Outlook, Internet Explorer and Power Point)
- X Strong secretarial and typing skills.
- X Ability to work independently, make independent decisions, delegate tasks and attend to details.
- X Ability to organize workload, handle administrative detail, work under pressure and establish priorities according to Association requirements.
- X Ability to display commitment to and enthusiasm for the mission of CCE and the nutrition and ESNY Program.
- X Ability to work as a member of team and maintain satisfactory working relationships with others including the public; excellent human relations skills.
- X Ability to maintain a positive and professional attitude and appearance. Maintain a positive public image of CCE and the nutrition and ESNY Program when dealing with clients, volunteers and committee members.

**REPORTING RELATIONSHIPS**

- X General supervision by the Nutrition and Family Resource Management Extension Educator. Serves as part of the secretarial support team.
- X General direction from the Nutrition and Family Resource Management Extension Educator and ESNY Program Coordinator where definite objectives and a range of procedures are established.
- X Plan and arrange own work referring unusual circumstances to supervisor.

**SPECIAL REQUIREMENTS**

- X Ability to meet travel requirements. Will be reimbursed mileage for official business.
- X Must know and abide by association personnel policies.
- X Must be willing to travel and work flexible schedule sometimes requiring evenings and/or weekends.
- X Must be able to transport program supplies and equipment to multiple program sites.

**REVIEWED AND APPROVED**

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Operations Committee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Cornell (if needed) \_\_\_\_\_ Date \_\_\_\_\_