

# JOB OPENING

LAGRANGE COUNTY PURDUE EXTENSION

## Administrative Assistant

The Administrative Assistant for the LaGrange County Purdue Extension Office is responsible for providing administrative support to the office staff and assists the public.

Qualifications: High School Diploma or equivalent is required. Must be organized and detail oriented, self-starter who is able to work unsupervised, successful office experience and customer service is a must, and working knowledge of Purdue Extension and the Indiana 4-H Program preferred.

Position is hourly, non-exempt status. Hourly rate is up to \$20.19 depending on experience. Benefits include health, vision, dental, and life insurance, retirement plan, paid time off, and employee assistance plan.

For a full job description and wage/benefits information, interested candidates should email Jenny Landez, H. R. Director, at [jlandez@lagrangecounty.org](mailto:jlandez@lagrangecounty.org).

[Click here to easily apply online](#) or scan the QR code.

LaGrange County is an EOE.

