



JOB OPPORTUNITY ANNOUNCEMENT

Date: Tuesday, May 14, 2024

Position: Texas AgriLife Extension Office Manager

Duties:

- Office and computer skills, including internet, copier, Microsoft Word, Publisher and Excel
- Willing to work some evenings and weekends, as required or as needed
- Multi-task with ease
- Quality people skills with professional appearance and attitude

Requirements:

- Equivalent to high school diploma
- Bondable
- Previous office experience a plus
- Attention to detail required

Salary: \$13.00 to \$18.00 per hour, depending upon experience

Contact: Mike Hiller or Courtney Mercer, Texas AgriLife Extension Agents

Deadline: until filled

Equal Opportunity Employer