



UNIVERSITY OF GEORGIA

EXTENSION

SECRETARY

Stewart County Cooperative Extension

Immediate opening for busy office. Proficient in typing, filing, accounting, computer skills -such as Windows, Microsoft Office 2010, Quickbooks- and general office skills required. Process various UGA samples using UGA programming systems. Must be able to meet public and assume responsibility. Other duties as assigned.

\$24,000 year or/\$11.538 per hour and excellent fringe benefits.

Interested candidates should submit application/resume online *only* at: www.hr.uga.edu, select Staff Openings and Posting Position # **S00978P**

Applications accepted for this position: **April 30- May 16, 2018**

“AN EQUAL OPPORTUNITY EMPLOYER COMMITTED
TO A DIVERSE WORK FORCE”