



SOUTHWESTERN ILLINOIS RC&D, INC.

Title: **Administrative Assistant**
Position Description Number: **08**
Classification: **Administration**

Position Summary:

The Administrative Assistant will assist RC&D and NRCS staff in completing a variety of office functions.

Key Responsibilities:

Specific duties include, but are not limited to, the following:

1. Assisting in the completion of mailings
2. Assist in answering phones
3. Assist in filing
4. Assembly of project reports

Qualifications:

The Administrative Assistant will possess:

1. Strong communications skills, including writing and listening.

Supervision:

This position will report directly to the Operations Manager. The position will also have contact with RC&D and NRCS staff.

Longevity:

The individual selected for this position is expected to serve for a minimum period of one year.

Level of Commitment:

It is expected that an individual will commit a minimum of 16 hours per month towards activities associated with this position. This is an averaged estimate, which may fluctuate periodically.

Workplace Location:

This position would work out of the RC&D office in Mascoutah.

Benefits:

The Administrative Assistant is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills