The Hardin County Extension Office is seeking an office associate. This individual will serve multiple roles in the office, including word processing, financial management, editing and mailing educational resources, data base management, and greeting public. The full time position is located in the Kenton office of OSU Extension, and will begin on as soon as hired.

Skills needed: Bookkeeping, including Quickbooks software, Microsoft Office Suite experience. Must know, or be willing to learn, web page management and 4-H data base. Must be able to operate general office equipment, and carry out tasks independent of supervision.

To apply online, please go to www.jobsatosu.com. Click Search Postings, and enter requisition number 378532. To assure consideration, applications must be received online no later than October 13, 2013. To build a diverse workforce, Ohio State encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA employer.