

**Now Hiring: Administrative Assistant / 4-H Program Assistant**  
NDSU Extension – Richland County

Richland County is seeking a full-time Administrative Assistant/4-H Program Assistant to support Extension Agents, assist with 4-H programs, and support the daily operations of the NDSU Extension – Richland County office. This position serves as the primary point of contact for the Extension office, providing general information and assistance to callers and visitors. The role also supports 4-H club members, families, and volunteer leaders by providing resources and program assistance as needed.

Candidate shall possess 4-H knowledge and/or 4-H experience, strong organizational and communication skills, and the ability to work independently with minimal supervision.

Full-time, Monday-Friday, 8:00 AM to 5:00 PM. Occasional evening or weekend hours may be required. Starting salary \$43,659.20/year. Benefit plan includes health, dental, vision, life, retirement, vacation and sick paid leave.

Closing date February 4, 2026.

