

Administrative Assistant II
University of California, Ag & Natural Resources
Intermountain Research & Extension Center (IREC)
Tulelake, CA

Requisition No: 20160546, Closing Date: 11-03-16

The Administrative Assistant position works under the general supervision of the IREC administration to provide support services for finances, human resources, business operations and research.

Duties and responsibilities include:

- Processing financial, payroll and travel documents
- Scheduling Center activities and maintaining multiple contact databases
- Assisting research activities, from grant writing and data collection through reporting
- Assist with Siskiyou County budget and purchasing for the Tulelake Farm Advisor Office
- Greeting visitors and answering phones

**For more information about the job duties and requirements, and to
submit an application on-line, please visit:**

jobs.ucop.edu/applicants/Central?quickFind=59888

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