

MELISSA MCBRIDE
B.A. Comparative Literature, UGA, May 2006
ADMINISTRATIVE ASSISTANT II (FACS Extension)
Years of Service: 1 (8/21/08)

1. Task/Responsibility: Create/edit HACE publications, web pages, and exhibit boards. Coordinate distribution of these and other resources to the County Agents and other clients.

Work standard: Produce publications and exhibit boards that are professional, neat, and accurate. Assure web pages are accurate, easy to read, and easy to maneuver. Distribute these products according to UGA policies and procedures.

2. Task/Responsibility: Prepare meeting packets, agenda, and coordinate activities for various trainings the HACE specialists and Radon/Energy Educators facilitate. Also prepare/edit Powerpoint presentations used at these trainings.

Work Standard: Produces materials that are neat and accurate, and works with sources for ordering materials for completion of work in a timely manner.

3. Task/Responsibility: Purchase special supplies and printing for HACE specialists, Radon and Energy Educators using UGA purchasing system or p-card. Prepare check requests using UGA e-check request system.

Work Standard: Must prepare orders according to latest UGA policies and procedures within time parameters set by superiors.

4. Task/Responsibility: Provide effective telephone coverage for incoming calls to HACE Extension. Prepare correspondence, travel reimbursement forms, and other materials as needed.

Work Standard: answer phone promptly and arrange telephone coverage when away from desk. Remain professional and courteous at all times while on phone and via email.