

**EMPLOYMENT ANNOUNCEMENT  
TEXAS A&M AGRILIFE OFFICE MANAGER**

The Texas A&M AgriLife Extension Office in Bosque County has an immediate opening for a full-time office manager. The position requires a well-organized, detail-oriented individual with ability to multitask and work well under pressure with flexibility and professionalism. This position requires good oral and written communication skills as well as proficiency in Microsoft Office, social media, financial recordkeeping, and database management. An Equal Opportunity Employer. Applications may be found at <http://www.bosquecounty.us/personnel-resources/>

To apply, submit a resume and application to:

104 S. Fuller

Meridian, TX 76665

254-435-2331 (office)

254-435-6231 (fax)

E-mail: [chelsea.dorward@ag.tamu.edu](mailto:chelsea.dorward@ag.tamu.edu)