

**Janice Walden  
Office Assistant**



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**UF IFAS Extension Administrative/Secretarial Duties:**

- Provides direct secretarial support to the District Extension Director, the District 4-H Agent and the Computer Specialist.
- Composes and prepares routine correspondence and reports maintains a calendar, arranges meetings and interview schedules, processes paperwork for new faculty and coordinate mailings as appropriate. Maintains current knowledge in the area of travel and expense policies to provide travel authorizations and subsequent expense reimbursements.
- Creates and maintains filing systems utilizing an acceptable system of management. Files include district, county, state/federal subject matter, materials and information.
- In support of the extension program for the 70+ county extension faculty and 50+ staff located in the 16 counties of the [Northwest Extension District](#) across the panhandle of Florida.

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