

**Outreach Assistant – Outreach Services Program  
Department of Higher Education**

Responsibilities: This position receives shipments and fills incoming orders for publications and promotional materials daily. Work involves lifting boxes up to 40 pounds, maintaining warehouse inventory records, conducting physical counts of inventories, and preparing boxes for shipping. Position also supports the agency's Journey to College programs, including interacting with site coordinators, logging data, and assisting with workshops. Duties include logging/tracking outreach events and speaking requests within Microsoft Excel, Microsoft Access, and Sharepoint, preparing data or reports from a variety of sources in accordance with procedures, and back-up for incoming calls. Receives instruction and close supervision in assignments. Operates standard office equipment. Performs other duties, as assigned.

Qualifications: Possession of a high school diploma or a GED/HiSET certificate. Professional telephone skills and ability to lift at least 40 pounds is required. Pallet jack certification helpful. Position is located in Jefferson City.

Salary range: \$23,628 - \$25,104

Please submit a completed [MDHE Application for Employment](#), cover letter summarizing relevant experience to:

Human Resources  
Department of Higher Education  
P.O. Box 1469  
Jefferson City, MO 65102-1469  
Email: [HE.OFFICESUPPORT@dhe.mo.gov](mailto:HE.OFFICESUPPORT@dhe.mo.gov)

If special accommodations are needed to participate in the application process, please notify the human resource office at (573) 751-2361.

**AN EQUAL OPPORTUNITY EMPLOYER**