



Office Professional, full-time

Flint Hills District

Location: Chase County Office, 205 Broadway, PO Box 100, Cottonwood Falls, KS

About Us:

Flint Hills District is comprised of Chase and Morris Counties in central Kansas. The district is centrally located between Manhattan, Emporia, and Wichita in the scenic Flint Hills. The current district staff consists of 3 Extension agents, 2 program assistants, and two support staff who serve approximately 8,000 residents. We are searching for an energetic and team-oriented individual who will present a professional, helpful and positive attitude while serving the public in our district, while supporting the programs, partnerships and work of our Extension Agents and volunteers.

Position Description:

The office professional provides general administrative support to the local K-State Research and Extension educational program. This position reports to the local unit director and other extension agents. The local extension board provides the salary and benefits.

Responsibilities:

- Present the first impression of the local extension program and K-State Research and Extension while greeting the public and answering the telephone in a professional manner.
- Respond to routine requests from the public. Refer other requests to the appropriate individual.
- Be familiar with schedules of agents to respond to phone calls and office visits.
- Open, sort and date-stamp mail. Scan and note due dates for responses. Make copies as appropriate to keep everyone informed of important information.
- Organize correspondence, records, and other information for future retrieval.
- Copy and distribute correspondence, news releases and meeting and event notices via mail, email, or social media.
- Create documents such as newsletters, fliers, brochures, etc.
- Maintain web pages and social media with up-to-date information.
- Receive and record registrations for events.
- Prepare regular and routine documents, logs, reports, and schedules.

- Maintain mailing lists and databases.
- Coordinate ordering of supplies, equipment, and publications.
- Maintain local unit publications as necessary.
- Manage the documentation associated with the volunteer screening process.
- Perform routine maintenance of office equipment and arrange for repair when necessary. Maintain accounts payable, accounts receivable and budgets.
- Prepare monthly financial reports for the board.
- Prepare monthly payroll including filing of state and federal reports.
- Receive and record cash and checks.
- Operate equipment such as computer and copy machines.
- Delegate duties as appropriate to part-time or student employees.
- Carry out other related duties as assigned.

Required Knowledge, Abilities and Skills:

- Ability to represent the local office of K-State Research and Extension in a professional manner.
- Knowledge of English, spelling, grammar, and basic math.
- Knowledge of the operation of office equipment, personal computers, word processing, spreadsheet, and database applications.
- Knowledge of standard formats for letters, memos, and reports.
- Ability to keep sensitive information in a confidential manner.
- Ability to learn and apply rules, policies, and procedures.
- Ability to record, file and retrieve information.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to understand and follow step-by-step verbal and written instructions.
- The work is primarily sedentary and will be performed at a desk or in the office environment.
- The work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events.

Benefits:

Position includes paid holiday leave and accumulated vacation and sick leave. A monthly stipend for insurance is provided.

For More Information Contact: Chelsea Bartels, Flint Hills District Director and Agricultural & Natural Resources Agent 620-273-6491 or chelsea1@ksu.edu. Applications are available at the office or online at <https://www.flinthills.k-state.edu/>. Position is open until filled.