

K-State Research and Extension – Douglas County Office Professional Position Announcement

Position Overview:

K-State Research and Extension – Douglas County is home to a diverse and varied set of programs including Community/Economic Development, 4-H/Youth Development, Agriculture and Natural Resources, Family and Consumer Sciences and Horticulture. Administrative assistance is provided by the Office Professional in a number of areas to support these programs. The duties of the Office Professional fall into the categories of Receptionist and Office Support. The Office Professional operates in partnership with colleagues to accomplish goals yet determines workflow autonomously. The position proactively communicates with colleagues and customers to identify and satisfy needs. External communication is also important for receiving walk-in, phone, and email requests.

Application Date:

Review of applications will begin on October 23, 2023, and continue until the position is filled.

Appointment Type:

Part-Time (20 hours/week)

General Responsibilities:

The Office Professional provides general administrative support to the local K-State Research and Extension educational programs and organizational operation.

Specific Responsibilities:

The Office Professional works largely in the areas of Reception and Office Support. Examples of specific responsibilities are listed below.

- Present the first impression of the office while greeting the public and answering calls
- Respond to routine requests from the public and refer other requests to colleagues
- Coordinate calendars/scheduling of office meeting spaces
- Assist with routine preparations for regular events
- Manage office supplies and equipment
- Receive and record cash, checks and electronic payments
- Assist volunteers as needed

Required Knowledge, Abilities, and Skills:

- Ability to represent the office in a professional manner
- Knowledge of English, spelling, grammar and basic math

- Knowledge of the operation of office equipment and personal computers
- Ability to keep sensitive information confidential
- Ability to learn and apply rules, policies and procedures
- Ability to use word processing, spreadsheet and database applications
- Ability to record, file, and retrieve information
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships
- Ability to understand and follow step-by-step verbal and written instructions
- Ability to work in a dynamic, fluid work environment
- Ability to work autonomously – creating and executing an individualized work plan

Preferred Knowledge, Abilities, and Skills:

- Demonstrated skills with social media applications
- Bilingual – Conversational in English and Spanish

Benefits:

This part-time position is not eligible for benefits.

Office Hours:

The office is open to the public Monday – Friday from 8:00 AM – 5:00 PM. The Office Professional work week will be determined at the time of hiring.

Compensation:

The established starting compensation for this position is \$17/hour.

Application Procedure:

Interested and qualified candidates may submit complete application packets electronically or in-person to Marlin Bates – batesm@ksu.edu or at 2110 Harper St. Lawrence, KS 66046. A complete application includes a Cover Letter, a Resume and contact information for three professional references.

Equal Employment Opportunity:

K-State Research and Extension – Douglas County is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.