

## Office Professional Job Description

Office Location: Goodland, KS

### Description:

The office professional provides general administrative support to the local K-State Research & Extension educational program. This position reports to the local unit director and/or other extension agents. The local board provides the salary and benefits. Employment will be contingent upon the applicant's clear background check.

### Responsibilities:

- Present the first impression of the local extension program and K-State Research & Extension while greeting the public, answering the telephone, and responding to volunteers.
- Respond to routine requests from the public. Refer other request to the appropriate staff across the District & K-State Research & Extension.
- Be familiar with the 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, news releases, and meeting and event notices via mail, email, or social media.
- Create documents such as newsletters, fliers, brochures, etc.
- Keep web pages and social media sites up-to-date. Forward content to the web coordinator.
- 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.
- Manage local unit publication supply 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 for 4-H.
- Prepare monthly financial reports for 4-H Council.
- Receive and record cash & checks.
- Operate equipment such as computers 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 & Extension in a professional matter.
- Knowledge of English, Spelling, Grammar, and Basic Math.
- Knowledge of the operation of office equipment, computers, word processing, spreadsheets, and database applications, social media, & software.
- Knowledge of standard formats for letters, memos, and reports.
- Ability to keep sensitive information in a confidential matter.
- 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 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.
- Be willing to learn new skills for potential growth in Extension & 4-H.

## Benefits:

- Paid Vacation Leave, Comp Time, Sick Leave, Holiday Pay, & KPERS Retirement
- Full-Time: 8-Hour shifts, Monday – Friday, (8-12) & (1-5) with occasional evenings & weekends.
- Salary is based on training and experience.
- The application is available on the Sunflower Extension Office Website @ <https://www.sunflower.k-state.edu/>
- Email your application to [karennelson@ksu.edu](mailto:karennelson@ksu.edu) or drop by the Sunflower Extension District #6 – Sherman County Office at 813 Broadway, RM 301, Goodland, KS 67735
- Contact Karen Nelson at 785-890-4880 for more information.
- For best consideration please apply by February 14th, 2025.