

**Office Professional/Program Assistant Position Description**  
**K-State Research and Extension-Seward County**

**Employer and Supervisor:**

This position reports to the local unit director and/or other extension agents. The local extension board provides the salary and benefits.

**General Responsibilities:**

- Primary receptionist for office – answer phone, assist with walk in clientele, open and sort mail. Encourage a professional atmosphere in terms of dress, promptness and customer service
- Maintain accounts payable, accounts receivable and budgets
- Operate and maintain knowledge and operating skills on all office equipment including but not limited to computer and software skills, including financial software
- Prepare monthly financial reports for the board
- Maintain databases such as 4-H Online and volunteer information
- Recruit, enroll, screen, orient, register, support and train local volunteers
- Maintain web pages and social media with up-to-date information
- Receive and maintain event registrations
- Create documents such as newsletters, flyers, brochures etc.
- Maintain an organized work schedule, be familiar with agent's schedule, prioritize assigned tasks, and complete all necessary and required duties as a professional
- Cooperate in sharing and managing tasks required for special and routine activities towards their successful completion
- Assist agents with county fair
- Ability to keep sensitive information in a confidential manner
- Distribute Agriculture and FCS Extension publications, assemble mailings, and respond to routine requests for information via social media, email etc. as received by the public
- Conduct all other duties and responsibilities as assigned; this will be a 40 hour per week position

**Program Assistant Responsibilities:**

- Assist the Extension Agents to enhance the 4-H program through multiple delivery methods and audiences
- Assist the Extension Agents to coordinate and manage the Extension Unit's 4-H club programs
- Assist the Extension Agents to coordinate and manage the Extension Unit's 4-H events and activities

**Required Knowledge, Abilities and Skills:**

- High school diploma required, college degree preferred
- Background in accounting
- Ability to communicate effectively both verbally and in writing
- The work is primarily sedentary and will be performed at a desk or in the office environment. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events.
- Your employment with K-State Research and Extension-Seward County will be contingent upon applicant's clear background check.

**Benefits:**

- The starting pay for this position will be \$12.50 per hour. Employee will receive 10 days of sick and 10 days of vacation (per year) plus all holidays off per year. This position will also receive KPERS benefits. Health insurance will be an option for the employee and/or family to enroll into however; the local unit will only be paying \$150 per month towards premiums.

**For Questions and to Apply:**

For any questions, please contact the Extension Office at 620-624-5604. To apply, please fill out the job application (a Facebook application is not sufficient) and return it to 1081 Stadium Road, Liberal, Kansas or email to [kharrison@ksu.edu](mailto:kharrison@ksu.edu). **Applications must be received by December 6<sup>th</sup>.**