

www.shawnee.ksu.edu

Shawnee County

K-State Research and Extension

Shawnee County
Extension Office
1740 SW Western Avenue
Topeka, KS 66604
Phone: 785 232-0062
Fax: 785-232-0093
Email: sn@ksre.ksu.edu

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*Knowledge
for Life*



K-State Research and
Extension is an equal
opportunity provider and
employer.

4-H Office Professional (Part-Time)

K-State Research and Extension – Shawnee County

Our Mission:

The mission of K-State Research & Extension—Shawnee County is to provide research-based information that improves the lives and livelihoods of Shawnee County residents. Extension educators provide public programs and consultation related to the five grand challenges of Water, Health, Global Food Systems, Community Vitality and Developing Tomorrow's Leaders.

4-H Office Professional Purpose

This position provides administrative support to the 4-H Program Development program area. This position is responsible for performing a wide variety of clerical duties and performs other duties as assigned. The Office Professional works with two other Extension Office Professionals to assist the entire Extension Office as needed.

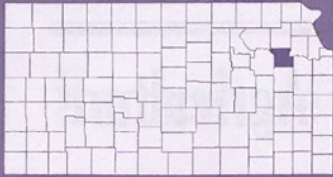
The 4-H Office Professional is the first point of contact for many 4-H families needing help with the program. The Office Professional should deliver excellent customer service to all Extension Program users.

4-H is a global positive youth development organization for youth 5-18. In Shawnee County we have 12 4-H Community Clubs and over 400 4-H club members. We also serve over 5,000 youth with school enrichment programs. Our goal is to grow our program to reach as many youth as we can in Shawnee County.

Responsibilities

Clerical—50%

Arrive at work when scheduled and assist in greeting the public, answering telephone calls on a multi-line telephone system and route calls to appropriate agent. If the appropriate person is not available, be knowledgeable on current issues and answer questions according to K-State Research & Extension information, take a message or have the customer leave a voice mail message. Respond to general emails as needed. Create and proofread documents such as newsletters, fliers, brochures, letters, registration forms, meeting agendas, and other documents as requested. Receive and record registrations for events. Prepare documents for distribution to clients via standard mail or email. Maintain a working knowledge of postal regulations and prepare bulk mailings. Download, scan and work with digital images and graphics as needed for use in documents. Coordinate inventory and ordering of specialized publications and supplies. Keep publication shelves and current events information stocked and rotated. Keep current mailing list databases of 4H member, volunteers, county fair sponsors/donors and livestock sales buyers. Be able to navigate and print reports from 4-H online enrollment software. Input and manage data for 4-H youth in Blue Ribbon Fair Management. Enter 4-H State Fair Entries in online system.



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K-State Research and Extension – Shawnee County (continued)

Maintain chronological files and filing system both paper and on the computer for agent correspondence, event information, and volunteer screenings. Remain familiar with the finances of the Shawnee County 4-H Events Council and carry out duties as determined by the 4-H Council Finance Committee and/or 4-H Youth Development Agent. Receipt monies into appropriate receipt book. Manage all the data for the livestock auction. Print buyer invoices and mailing labels, prepare and print sale statements, sales checks and mailing labels for exhibitors. Work with the agents and program staff to update the county website as needed. Post to the Shawnee County 4-H Facebook page to respond to messages and comments received there.

Customer Service—50%

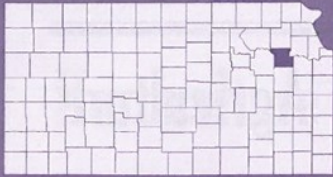
Assist clients and the general public, in person, over the telephone and via e-mail. Answer questions regarding 4-H and Extension information, policies and procedures. Be able to market the Shawnee County 4-H Program to interested parties. Respond to these requests or refer them to the appropriate individual. Fill in at the front desk for the Extension office and assist with receptionist duties as needed, i.e., soil tests, radon tests, compost bins, general office knowledge, etc. This position will provide educational programs and materials to all people of Shawnee County without regard to race, color, religion, national origin, sex, age or disability.

Required Qualifications

- High School diploma or GED certificate.
- One year of clerical or similar work experience.
- Communicate effectively, both orally and in writing, using the English language. Proficient in spelling, grammar and arithmetic computations.
- Proficient in various computer software applications, i.e. Word, Excel, Microsoft Publisher.
- Operation and minor maintenance of various office equipment.
- Be able to work independently, prioritizing assignments and problem solve.
- Must be able to multi-task and think on their feet.

Preferred Qualifications

- Experience with Social Media and Website Management
- Experience with livestock
- Knowledge of the 4-H Program



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K-State Research and Extension – Shawnee County (continued)

Hours and Compensation

- Job is available January 22, 2018
The work schedule for 2018 will be as follows: For the months of January through May regular work schedule will be 15-20 hours a week with an agreed upon schedule. June and July regular work schedule will be 40 hours per week. The week of the Shawnee County Fair, July 26-29, night and weekend hours will be required. For the months of August through December regular work schedule will be 15-20 hours a week with an agreed upon schedule. Hours must be worked during normal office hours. Pay range is \$10-\$12/hour depending on experience. This position includes benefits of earned vacation and sick leave, participation in the KPERs retirement system and optional participation in the health insurance. [Click here to access the monthly employee costs for health insurance.](#)

Application Procedure

Individuals interested in applying for the 4-H Office Professional position with K-State Research and Extension – Shawnee County should submit the following documents electronically to Candis Meerpohl, 4-H Youth and Development Agent, at candism@ksu.edu. Paper applications can also be mailed to the Extension Office at: 1740 SW Western Avenue, Topeka, KS 66604 to the attention of Candis Meerpohl.

- Cover letter addressing responsibilities and qualifications of the position
- Current Resume
- [4-H Office Professional – Application for Employment](#)

A position offer is contingent on a successful pre-employment criminal background and driving record check. A Background Check Request form will be completed by the successful applicant following the offer of employment.

Review of applications will begin on January 8, 2018 and continue until a suitable candidate is identified. Questions regarding this position should be directed to:

Candis Meerpohl
4-H Youth and Development Agent
candism@ksu.edu
785.232.0062, ext. 120