

1740 SW Western Avenue
Topeka, KS 66604
Phone: 785 232-0062

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Full Time Office Professional

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 education relates to the five grand challenges of Water, Health, Global Food Systems, Community Vitality and Developing Tomorrow's Leaders.

Office Professional Purpose

The Office Professional is the first point of contact for customers visiting our office. The Office Professional should deliver excellent customer service to all Extension Program users. Under general supervision, this position provides administrative support to the Agriculture and Horticulture program areas, and serves as the primary receptionist. This position is responsible for performing a wide variety of clerical duties and performs other duties as assigned.

The Office Professional works with other Extension Office staff to assist the entire Extension Office as needed.

Responsibilities

Customer Service - 50%

Arrive at work at appropriate time and see that the office is open during regular hours of 8:00 am to 5:00 pm. Assist in greeting the public, answering and routing telephone calls on a multi-line telephone system. If the appropriate person is not available, be able to take messages and deliver them. Respond to general emails as needed. Be able to market Shawnee County Extension Programs to interested parties. Assist/instruct customers with various needs including soil tests, radon tests, testing pressure canners, etc. Assist customers to complete appropriate paperwork to checkout equipment and reserve meeting rooms.

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Clerical—50%

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. Open, sort, date stamp (when required), and deliver mail. Prepare documents for distribution to clients via standard mail or email.

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.

Maintain chronological files and filing system both paper and on the computer for agent correspondence and event information.

Receipt monies into appropriate receipt book. Balance receipt book at the end of each week. Make deposits as needed.

Work with the agents and program staff to update the county website as needed.

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 basic math

Proficient in various computer software applications, i.e. Word, Excel, Microsoft Publisher, Teams

Operation of various office equipment

Be able to work independently, prioritizing assignments and problem solve

Preferred Qualifications

Knowledge of the K-State Extension Program

Experience with Social Media and Website Management

Bi-Lingual

Hours and Compensation

- 40 hour work week
- Regular work schedule will be Monday through Friday from 8am-5pm. Twice a year the position does work outside of office hours. In the Fall for our Annual Meeting and in the Summer for the County Fair.
- Pay range is \$15-\$16/hour depending on experience.

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- Review of applicants will start immediately and position will close when qualified candidate is found.
- This position includes benefits of earned vacation and sick leave, 11 paid holidays, participation in the KPERS retirement system and health insurance. The selected candidate will be required to participate in the health insurance program unless they are already covered by a qualified health insurance plan.

Application Procedure

Individuals interested in applying should submit the application documents electronically to Candis Stiles at candism@ksu.edu or mail paper applications to:

Shawnee County Extension Office
ATTN: Candis Stiles, Director
1740 SW Western Ave.
Topeka, KS 66604

Include:

Cover Letter

[Application for Employment](#) (use form provided)

Current Resume (optional and not a substitution for Application for Employment)

A position offer is contingent on a successful pre-employment criminal background check. A Background Check Request form will be provided to the successful applicant following the offer of employment.

Screening of applications will begin immediately and continue until a suitable applicant has been hired. Questions regarding this position should be directed to Candis Stiles, Shawnee County Extension Director, at candism@ksu.edu or 785-232-0062 ext. 110.

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**Kansas State University Agricultural Experiment Station and Cooperative
Extension Service**

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