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 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.

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 area, including the Master Gardeners 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 Professionals 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 telephone calls on a multi-line telephone system and route calls to appropriate agent. If the appropriate person is not available, be able to take messages on current issues and deliver them. Respond to general emails as needed.

Be able to market the Shawnee County Extension Program to interested parties. Assist/instruct customers with various needs including soil tests, radon tests, compost bins, testing pressure canners, etc.

Assist customers to complete appropriate paperwork to checkout equipment and reserve meeting rooms.
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. 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. 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 arithmetic computations
Proficient in various computer software applications, i.e. Word, Excel, Microsoft Publisher
Operation of various office equipment
Be able to work independently, prioritizing assignments and problem solve

Preferred Qualifications
Knowledge of the K-State Research & 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 $10-$13/hour depending on experience.
- Start Aug. 15, 2021 or later.
- This position includes benefits of earned vacation and sick leave, participation in the KPERS retirement system and health insurance. The selected candidate will be required to participate in the health insurance program.

Application Procedure

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

Shawnee County Extension Office
ATTN: Candis Meerpohl, 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 and driving record check. A Background Check Request form will be provided to the successful applicant following the offer of employment.

Screening of applications will begin on August 10th and continue until a suitable applicant has been hired. Questions regarding this position should be directed to Candis Meerpohl, Shawnee County Extension Director, at candism@ksu.edu or 785-232-0062 ext. 110.

Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.