

Chisholm Trail District Office Professional

Employer and Supervisor: The office professional reports to the District Director. The district extension board provides the salary and benefits.

General Responsibilities: The office professional provides general administrative support to the local K-State Extension educational program. Specific Responsibilities:

- Present the first impression of the local extension program and K-State Extension while greeting the public and answering the telephone.
- Respond to routine requests from the public. Refer other requests to the appropriate individual.
- Be familiar with schedules of agents in order to respond to phone calls and office visits.
- Organize correspondence, records and other information for future retrieval.
- Copy and distribute correspondence, news releases and meeting and event notices via mail, email, or social media.
- Create documents such as newsletters, fliers, brochures, etc.
- Manage the documentation associated with the volunteer screening process.
- Receive and record cash and checks.

Required Knowledge, Abilities and Skills:

- Ability to represent the local office of K-State Extension in a professional manner.
- Knowledge of English, spelling, grammar and basic math.
- Knowledge of standard formats for letters, memos and reports.
- Ability to keep sensitive information in a confidential manner.
- Ability to learn and apply rules, policies and procedures.
- Ability to use word processing, spreadsheet and database applications.
- Ability to record, file and retrieve information.

- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and unsupervised
- Proficient in Microsoft Office
- Other duties as assigned

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.

Benefits

Salary will be commensurate with skills and experience. KPERS retirement, health insurance, with vacation, sick and holiday leave provided.

Chisholm Trail Extension District is an equal opportunity provider and employer. Criminal background check is required.