

4-H Office Professional Position Description for Chisholm Trail District

Employer and Supervisor:

The office professional reports to the District director or any designated agent. The local District board provides the salary and benefits.

General Responsibilities:

The office professional provides general administrative support to the local K-State Research and Extension educational program.

Provide educational programs and materials to all people of the county / district without regard to race, color, religion, national origin, sex, age or disability.

Specific Responsibilities:

- Support the Extension Agents in programming, especially related to 4-H.
- Present the first impression of the local extension program and K-State Research and 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.
- Keep mailing lists and databases up-to-date.
- Manage the documentation associated with the volunteer screening process.
- Assist Agent with growing the 4-H program through multiple delivery methods and audiences.
- Recruit and promote 4-H club membership and participation.
- Manage and ensure availability of 4-H enrollment systems and databases.
- Write, edit and solicit materials for newsletters, mailings and electronic media.
- Operate equipment such as computer and copy machines.
- Coordinate work hours with other Office Professional to ensure office coverage.
- Delegate duties as appropriate to part-time or student employees.
- Carry out other related duties as assigned.

Required Knowledge, Abilities and Skills:

- Strong Microsoft Office experience.
- Ability to represent the local office of K-State Research and Extension in a professional manner.
- Must be detail oriented and highly organized.
- Must have excellent customer service and time management skills.
- 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 understand and follow step-by-step verbal and written instructions.

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. Some evenings and weekend work may be required.