

*Office Professional/Marketing Specialist
Position Description
K-State Research and Extension-West Plains Extension District
Finney Co.*

General Responsibilities:

We are looking for an financial office professional with skills in:

1. Customer Service – present the first impression of the Extension District, answer phones, assist with walk in clientele, be available to maintain set office hours each week.
2. Financial- maintain accounts payable, accounts receivable and budgets, prepare monthly financial reports, file state and federal reports
3. Clerical - open and sort mail, have knowledge of office equipment
4. 4-H – help and maintain 4-H web information and volunteers, assist at county fair.
5. Social Media – have knowledge of social media to benefit the office.
6. Event/documents – be able to help plan events and create advertising pieces
7. Multi-task – handle, share and manage many activities towards successful completion
8. Must be able to speak and write English and basic math, bilingual person is encourage to apply.
9. Must be able to run a personal computer. QuickBooks and Excel knowledge is a plus.

Must be able to keep sensitive information a confidential manner. Must maintain a good reputation on social media. Must conduct all other duties and responsibilities as assigned.

Must be available the month of July each year for fair.

A complete job description is available. This will be a 40-hour work week subject to change upon districting. The work is primarily sedentary and will be performed at a desk or in the office environment. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events.

Your employment with K-State Research and Extension-Finney County will be contingent upon applicant's clear background check.

Benefits:

Salary beginning at \$15.00 per hour but will be commensurate with professional experience.

Employee will receive 12 days of sick and 12 days of vacation (per year) plus select holidays.

This position will also receive KPERS benefits. Health insurance is not offered at this time.

This position will be located at the Finney County Extension office in Garden City. For more information, or questions, please contact Carol Ann at 620-872-2930 or the Finney Co.

Extension Office at 620-272-3670. To apply, please stop by for a job application and return it to 501 S. 9th Street, Garden City, Ks. Applications must be received by April 23.

Applications can also be found at https://www.ksre.k-state.edu/employee_resources/forms/admin_forms/KSU8-29OP.pdf

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director of K-State Research and Extension, Kansas State University, County Extension Councils, Extension Districts.