
Office Professional Position Description

Full-Time position

Employer and Supervisor: K-State Research and Extension-Butler County

The office professional reports to the local unit director and/or other extension agents. The local extension board provides the salary and the benefits.

Application Deadline: Monday, November 26th, 2018

Job Description

Position Summary:

This position is responsible for greeting, welcoming and directing the public and visitors to the appropriate individual, event or information. This role serves as the office professional support for the entire K-State Research and Extension/Butler County program.

Job Requirements

Primary Responsibilities:

- Greet visitors. Answer and direct calls. Respond to routine requests from the public and clients.
- Prepare and distribute paper and electronic materials.
- Process class and event registrations utilizing online software
- Prepare routine documents, logs, reports, etc. sort and file materials
- Maintain databases and mailing lists.
- Edit and design written materials, flyers, brochures, documents, newsletters etc. that will be used for print, social media and promotion including but not limited to documents and videos.
- Perform other duties as assigned.

Knowledge, Skills and Experience

- Customer service focused. Must enjoy working with the public and exhibit grace under pressure.
- Excellent communication skills, written, verbal and interpersonal.
- Learn quickly, follow instructions, multi-task with good time-management skills and attention to detail. Strong organizational skills required.
- Writing, spelling, grammar and basic math. Ability to edit educational materials.
- Operate general office equipment and personal computers.
- Proficient in Microsoft Office 2010 suites and programs, including Excel, Publisher, Outlook and Word.
- Word processing, spreadsheet and database in a PC environment
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality
- Excellent work ethic
- Ability to follow step-by-step verbal and written instructions
- Ability to adapt to changing situations

Requirements

Education and Experience

- High school diploma. Additional training a plus
- Minimum of 2 years professional experience working in an office environment.

Work duties are primarily sedentary and will be performed at a desk or in an office environment. 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. Successful applicants should enjoy working with the public and in a team environment while maintain a friendly attitude when interacting with people.

Benefits and Background Check:

Benefits include KPERS, vacation and sick leave. No health insurance is provided. A background check will be conducted.

Salary Range

\$12.00/hr. - \$17.00/hr. dependent upon qualifications

How To Apply

Applications can be found online at www.butler.ksu.edu

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