

Office Professional-K-State Research and Extension-Meadowlark Extension

District Oskaloosa Office

Our Mission: The mission of K-State Research and Extension and the Meadowlark Extension District is to provide research based information that improves the lives and livelihoods of Meadowlark District residents. Extension educators provide public programs and consultation related to Water, Health, Global Food Systems, Community Vitality and Developing Tomorrow's Leaders.

Purpose: The District Office Professional is the first point of contact for any customers visiting or contacting our offices. The District Office Professional is expected to deliver excellent customer service to all Extension Program users. Under general supervision, this position provides administrative support to the staff housed in the Oskaloosa office while greeting and communicating with the public, face to face, via the phone or by other electronic communication methods. The District Office Professional reports to the District Extension Agents and 4-H Program Manager in the Oskaloosa Office and to the District Extension Director. This position is responsible for performing a wide variety of clerical duties and performs other duties as assigned and will work with and support their fellow office professionals in the District as needed. District wide support of the 4-H program will include but not limited to assisting the 4-H Agent and 4-H Program Managers with 4-H online databases, 4-H contests, event preparation and registration.

Responsibilities: Customer Service

- Arrive at work at the appropriate time and see that the office is open during regular work hours of 8:00 a.m. to 4:30 p.m. daily.
- Represent the Oskaloosa office of the Meadowlark Extension District in a professional manner.
- Be familiar with the schedules of the local District Extension Agents and 4-H Program Manager in order to professionally respond to phone calls and office visits.
- Work as a team member with other staff members in the local office and with the entire Meadowlark Extension District.
- Greet the public, answering telephone calls using a multi-line/multi office telephone system and transfer calls to the appropriate District staff member. If the appropriate person is not available, you should be able to take a message or ask the customer to leave a voice message.
- Respond to general emails as needed.
- Assist/instruct customers with various subject matter testing services provided by the office.
- Assist/instruct customers to complete appropriate paperwork to check out equipment.
- Answer questions regarding any information related to extension programs and events held locally.
- Support the marketing of Meadowlark Extension District extension programs to interested parties.
- This work is primarily sedentary and will be performed at a desk or in the office or county fair environment and this job may require some repetitive movement of the arms

and hands with some moderate physical exertion such as carrying supplies and other items associated with educational events.

- Employee is responsible for the observance of district policies and procedures.

Responsibilities: Clerical

- Create and proofread documents such as newsletters, fliers, brochures, letters, registration forms, meeting agendas and other documents as requested.
- Open and sort paper mail and deliver as needed. Make copies as appropriate to keep everyone informed of important information.
- Sort and file correspondence, records, publications and other information for future retrieval.
- Accurately record and deposit all district related funds received in the office submitting copies of the District related deposits and receipts to the District administrative office monthly.
- Coordinate the reporting of agent leave time to the Area Extension Office and District Extension Director.
- Compile, copy and submit all District related bills, notices and personnel related documents for the local office staff to the District administrative office monthly.
- Maintain web pages with up-to-date information.
- Receive and record registrations for events.
- Prepare routine documents, reports and schedules, maintain databases and mailing lists as assigned.
- Coordinate ordering of supplies, equipment and publications for the local office and keep publications and handouts stocked and current.
- Handle, document and mail soil tests and other related diagnostic services.
- Coordinate office equipment checkout and scheduling of the use of the District vehicle and submit vehicle mileage logs to the District administrative office monthly.
- In the absence of the local agents and or 4-H Program Manager (for 4-H related information), the office professional may hand out an educational bulletin or other materials to answer specific questions.
- In coordination with and under the supervision of the District 4-H Program Manager and local District Extension Agents, manage the finances and accountability of the local 4-H activity account(s), assist in the management and use of the local County Fair Management software, assist with the input and maintenance of the 4-H database for members, families and leaders, assist with the input and maintenance of volunteer management systems, files and other related confidential information locally and district wide.
- Be proactive in regard to 4-H outreach and share ideas with the District 4-H agent and 4-H Program Managers.
- Be proactive in assisting the District 4-H Agent and 4-H program managers with district wide projects as needed.

Minimum Qualifications:

- High School diploma or GED Certificate
- One year of clerical or similar work experience with documented experience in bookkeeping preferred.

- Proficiency in the operation of office equipment, copiers and computers.
- Documented proficiency and training in Microsoft Office programs including Publisher, Outlook, Word, Excel as well as Adobe Acrobat and Quick Books.
- Ability to communicate effectively, both orally and in writing, using the English language and proficiency in spelling, grammar and arithmetic computations.
- Ability to work independently, prioritize assignments and problem solve. Must be able to multi-task and “think on your feet”.
- 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 establish and maintain effective working relationships.
- Ability to understand and follow step-by-step verbal and written instructions.
- Ability to communicate across the county and District in an effective and professional manner regarding all 4-H and youth development aspects of the District.
- Ability to work independently, as well as closely with the District 4-H Agent and 4-H Program Managers on projects and take the lead on projects as requested. Execute work efficiently and communicate with agents and program managers when they are completed.

Preferred Qualifications:

- Knowledge of the K-State Research and Extension Program.
- Experience working in an educational setting, web editing, graphics art applications and social media outreach.

Hours and Compensation:

- 40 hour work week
- Regular work schedule will be Monday thru Friday 8:00 a.m. to 4:30 p.m.
- Compensatory time is offered for hours worked beyond 40 hours in a work week.
- Starting pay range is dependent on experience and training or educational work beyond high school and will be very competitive with the local labor market in the surrounding region.
- Benefits will be offered with this position and will include: health insurance, KPERS (Kansas Public Employees Retirement System), Annual and Sick Leave. The selected candidate will be required to participate in our health insurance program for District paid staff.
- A branded clothing allowance and annual cell phone stipend is provided.
- K-State Research and Extension and the Meadowlark Extension District is an equal opportunity provider and employer.

Probationary Period: All new full-time employees shall be hired for a probationary period not to exceed 6 months. An evaluation will be held towards the end of the probationary period by the District Director and local office staff. Thereafter, the employee shall be evaluated on a yearly basis by the District Director and Governing Body.

Application Procedure:

Applicants may access our District web site at www.meadowlark.k-state.edu to review the position announcement and application of employment. Individuals interested in applying may choose to request a paper copy of the application and related materials or submit electronically downloaded application from the district website to David Key at dkey@ksu.edu.

Paper copies may be mailed to:
Meadowlark Extension District
ATTN: David Key, District Director
1500 Community Drive
Seneca, KS 66538

Please provide the following materials when applying for this position:

- Cover letter of application that shares evidence of proficiency and training in the use of Microsoft Office and related programs.
- Application for employment (paper copy provided when requested) or an Adobe Acrobat PDF form fillable application is available on our District web site at www.meadowlark.k-state.edu).
- Resume (optional and NOT a substitution for the application of employment or cover letter of application).
- Evidence of academic course work or training beyond high school (if any).

Please note a position offer is contingent on completion of a successful pre-employment criminal background check, applicant information profile form and clean driving record. A background check request form will be provided to the successful applicant following the offer of employment. Screening of applications will begin in early November 2022 and continue until a suitable applicant has been hired. Questions regarding this position should be directed to the Meadowlark Extension District, Attn: Director David Key, 1500 Community Drive, Seneca, KS 66538; 785-336-2184 or dkey@ksu.edu.

K-State Research and Extension is an equal opportunity provider and employer. This position will provide educational programs and materials to all people of the Meadowlark Extension District without regard to race, color, religion, national origin, sex, age or disability