

# Family and Consumer Sciences Office Professional Position Description

## K-State Research and Extension-Sedgwick County

---

**DEADLINE TO APPLY:** OCTOBER 20, 2017

**APPLICATION MATERIALS:** To be considered for this position, an APPLICATION, COVER LETTER AND RESUME ARE REQUIRED. Please send to [angelajones@ksu.edu](mailto:angelajones@ksu.edu).

**Employer and Supervisor:** The Office Professional reports to the Extension Director and the FCS agents. The county extension executive board provides compensation and benefits.

**Location:** Sedgwick County Extension Education Center, 7001 W 21<sup>st</sup> St N, Wichita, KS

**Position Type:** Full time, 40 hours, 8:00 a.m. to 5:00 p.m., Monday - Friday

**General Responsibilities:** The FCS Office Professional provides administrative support to the FCS department and Extension Director.

### **Responsibilities:**

- Present a professional and welcoming impression of K-State Research and Extension Sedgwick County while greeting the public and answering phone calls.
- Respond to questions from the public about educational activities, classes and opportunities at extension.
- Be familiar with the schedules of Agents and Director.
- List classes and events in Constant Contact, register individuals, provide enrollment materials to participants if necessary, and provide a class list to the agent.
- Maintain local extension webpages.
- Develop and produce promotional materials for agents
- Assist the Senior Health Insurance Counseling of Kansas (SHICK) Program on occasion with Medicare counseling as well as
  - Scheduling appointments, data input and filing
  - Receive training on SHICK program
- Assist Agents and Director with special programs, projects, and events.
  - Keep vendor and participant registrations and logs
  - Create necessary databases
  - Distribute special newsletters
  - Order and distribute merchandise
  - Help assemble and distribute information
- Copy and distribute news releases, meeting and event notices.
- Open, sort, and deliver mail to Agents.
- Write weekly deposit and submit to Bookkeeper.
- Schedule rooms for Agent classes and events.
- Order supplies and run errands when necessary.

- Help with data entry into PEARS.
- Relieve Receptionist as needed at the front desk.
- Develop, edit and distribute bi-weekly office e-newsletter.
- Other duties as necessary / assigned.

**Knowledge, Skills and Abilities**

- Must have at least three (3) years of previous experience working in an office setting.
- Must be detailed oriented and highly organized.
- Must have proven background in customer service skills; telephone skills a must.
- Knowledge and proficiency in English, spelling, grammar, and basic math. Bilingual preferred.
- Ability to use Microsoft Word, Excel, Office, Publisher. Experience with Constant Contact preferred; AppointmentPlus preferred. Experience working with website software a plus.
- Background in event management preferred.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with diverse populations.
- Ability to understand and follow step-by-step verbal and written instructions.

This 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:** KPERS, health insurance, paid vacation time, paid sick leave, and holiday leave.

**Pay:** \$12.00/hour

**OFFICE PROFESSIONAL - APPLICATION FOR EMPLOYMENT**  
K-State Research and Extension  
Kansas State University

A resume may be attached.

County/District

NAME

First Name

Middle Initial

Last Name

ADDRESS

Street Address

City

State

Zipcode

TELEPHONE (Home)

(Daytime)

E-MAIL ADDRESS

I will accept: Full Time

Part Time

Temporary

What is the earliest date you will be available to start work?

**EDUCATION**

High School Diploma or GED certificate Yes

No

**COLLEGE, BUSINESS OR VO-TECH SCHOOLS ATTENDED**

List names and locations of schools, degrees or certificates received and special skills learned. Limit 750 characters

**COMPUTER SOFTWARE EXPERIENCE** - List name(s) of software program(s) and years of experience. Limit 600 characters

**EQUIPMENT**- List office equipment with which you have training and/or experience. Limit 600 characters

K-State Research and Extension is an equal opportunity provider and employer.

## JOB SKILLS

This is a skill inventory to determine relevant education and/or work experience for the skill(s). Please  all box(es) that apply.  
**Indicate years of experience.**

SKILL DEFINITION	TRAINING	YEARS OF EXPERIENCE
<b>OFFICE SUPPORT/CLERICAL WORK:</b> General office, clerical and administrative support work; and/or course work at the high school or post-high school level in English, spelling, typing, computers, or business or office practices.		
<b>GENERAL BOOKKEEPING:</b> Recording/verifying/classifying accounts payable and/or accounts receivable transactions; and/or training at high school or post-high school level in bookkeeping, accounting, spreadsheet applications, business math, business law and/or business taxes.		
Automated Bookkeeping: Recording, verifying, classifying and/or reporting transaction in an automated accounting or spreadsheet system.		
<b>CLERICAL SPECIALITIES:</b> Office Management: Coordinating activities of an office, such as typing, bookkeeping, preparation of payrolls, flow of correspondence, filing, requisition of supplies, and other clerical services.		
Operating Copiers: Operating and maintaining a copy machine in making copies, may include collating, stacking and stapling functions.		
Operating Mailing-Machine: Operating machines that address, weigh, and tie into bundles printed publications, such as magazines, catalogs, letters and pamphlets for mailing according to zip code.		
Mail Handling: Sorting, processing, and delivering mail.		
Filing: Classifying, sorting and filing correspondence, records and other data in alphabetical or numerical order, or according to subject matter or other filing systems.		
Answering Multiple-Line Telephone: Answering and operating a multiple line telephone that features second call answering, automatic dialing, busy override, three way transfer, conferencing and call waiting, etc.		
Receptionist Duties: Greeting the public, referring telephone calls and persons to offices or office personnel.		
Cashiering: Receiving and disbursing money and recording transactions.		
General Recording: Preparing, reviewing, maintaining, routing and coordinating recorded information; checking records and schedules for accuracy.		
Payroll/Personnel Record keeping: Computing and posting wage data to payroll records; such as income tax withholding, social security payments, union dues, and insurance; and entering net wages on earning record cards, checks payroll sheets, etc.		
<b>KEYBOARDING OPERATION:</b> Keyboard operating and/or education at the high school or post-high school level in typing, data entry, word processing.		
Entering Data into Computer: Entering data and record changes into a computer software application.		
Desk Top Publishing: Using word processing software to create documents such as: letterhead, newsletters, advertisement, flyers, graphics, etc.		
Merging Documents: Using software functions, keys or programs in combining files or parts of files into a single document for word processing, spreadsheet or data management application.		
Add Graphics to Documents: Creating and adding graphics/charts to word processing/spreadsheet documents.		
Designing and maintaining web pages: Creating and modifying information and documents on websites.		
<b>GENERAL SECRETARIAL DUTIES:</b> Carrying out general administrative or office duties which may include operational functions of an organization unit.		
Maintain Appointment Log: Maintaining an appointment log for staff.		

SKILLS DEFINITION (CONT.)	TRAINING	YEARS OF EXPERIENCE
<b>GENERAL SKILLS:</b> Composing Correspondence: Writing general business letters and reports, using prescribed format and conforming to all rules of punctuation, grammar and style.		
Proofreading and Editing: Proofreading and editing written materials to ensure compliance with punctuation and grammar rules.		
Preparing Specifications: Developing written, detailed requirements for purchase, modification or repair of equipment, vehicles and/or facilities.		
Graphic Data Presentation: Determining media and format for graphic presentation of data.		
Budget Preparation: Preparing a budget through analyzing past and present financial operations and estimating future revenues and expenditures.		
Mathematics-Basic: Studying or applying the basic mathematics principles of addition, subtraction, multiplication or division.		
Project Management: Directing the overall execution of a defined project including development of processes/procedures with respect to time restraints.		
Lead worker: Assigning, instructing and reviewing work of others on a daily or special project basis.		
Supervisory: Assigning, and reviewing the work of subordinates, rating work performance, hiring or recommending hiring, resolving, disciplinary problems and grievances.		
Administrative: Executing organizational policy, goals or objectives.		

Please list any job skills you may have that are not listed above.

### WORK HISTORY

List in order all positions you have held starting with most current, including any time you were in business for yourself and any periods of military service. If your duties changed significantly in the course of any employment, indicate changes as separate employment. Resume may not be substituted for following employment history.

#### **Last or Present Employment**

---

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_  
 Phone: \_\_\_\_\_ Hours per Week: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_ # of People Supervised: \_\_\_\_\_ for \_\_\_\_\_ years \_\_\_\_\_ months  
 Duties While Employed (also list equipment used regularly in the work of this position): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

---

#### **Other Employment**

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_  
 Phone: \_\_\_\_\_ Hours per Week: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_ # of People Supervised: \_\_\_\_\_ for \_\_\_\_\_ years \_\_\_\_\_ months  
 Duties While Employed (also list equipment used regularly in the work of this position): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Other Employment (CONT.)**

---

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_  
Phone: \_\_\_\_\_ Hours per Week: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ # of People Supervised: \_\_\_\_\_ for \_\_\_\_\_ years \_\_\_\_\_ months  
Duties While Employed (also list equipment used regularly in the work of this position): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

---

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_  
Phone: \_\_\_\_\_ Hours per Week: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ # of People Supervised: \_\_\_\_\_ for \_\_\_\_\_ years \_\_\_\_\_ months  
Duties While Employed (also list equipment used regularly in the work of this position): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

---

**REFERENCES**

May we contact your present employer regarding your qualifications?      Yes      No

Please list three persons in addition to the employers named above. Do not include relatives.

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

---

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

---

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

---

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to K-State Research and Extension to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give K-State Research and Extension information they may have with respect to my work experience with them.

\_\_\_\_\_  
Signature