

# Part-Time Office Professional Position Description

K-State Research and Extension-Sedgwick County

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**DEADLINE TO APPLY:** Friday, March 15<sup>th</sup> at 5:00 p.m.

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

**Employer and Supervisor:** The office professional reports to the county director and the FCS agents. The county extension board provides compensation and benefits.

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

**Position Type:** Part-time, 20 hours a week.

**General Responsibilities:** The FCS Office Professional provides administrative support to the FCS department and other Sedgwick County Extension educational programs.

**Pay Rate:** \$13.00 an hour. Benefits are not provided for this part-time position.

## **Responsibilities:**

- Present a professional and welcoming impression for K-State Research and Extension Sedgwick County.
- Respond to questions about educational programs, classes, and other activities at the extension office.
- Help agents prepare for programs including, shopping for supplies, set up, and tear down.
- Collect registration fees for classes, workshops, events and make weekly deposits to the financial manager.
- Help to develop and produce promotional materials for agents, including taking photos, videos, using Adobe Spark, Canva, Facebook, or other social media platforms.
- Proofread and edit written materials
- Assist with special projects as needed
- Schedule rooms for agents
- Collect, open and sort mail
- Help with data entry
- Relieve receptionist at the front desk as needed
- Make and distribute invoices to agents as needed
- Keep records for agent travel expenses, mileage, and registration
- Help prepare and distribute office newsletter
- Other duties as necessary (example: laundering table cloths after an event)

## **Knowledge, Skills and Abilities**

### **Required**

- High School Diploma or GED
- Detailed oriented and highly organized
- Proficiency in English, spelling, grammar, and basic mathematic skills
- Knowledge and operation of office equipment and personal computers
- Ability to use Microsoft Word, Excel, Office, Publisher
- Ability to learn and use other software programs as needed
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective working relationships
- Ability to record, file and retrieve information

- Ability to keep sensitive information confidential
- Must have the ability to take and pass the Medicare counseling program training.

**Preferred**

- Bilingual- English/Spanish

This work is primarily sedentary and will be performed at a desk 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.

K-State Research and Extension – Sedgwick County is an equal opportunity provider and employer. A criminal background check is required.

Date of Application

**OFFICE PROFESSIONAL - APPLICATION FOR EMPLOYMENT**

A resume may be attached.

**NAME**

First Name

Middle Initial

Last Name

**ADDRESS**

Street Address

City

State

Zipcode

TELEPHONE (Mobile)

(Home)

E-MAIL ADDRESS

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 1100 characters

PLEASE LIST COMPUTER SKILLS: Limit 1600 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 AND ADMINISTRATIVE SUPPORT:</b> General office and administrative support.		
<b>GENERAL ACCOUNTING:</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 and business math.		
<b>CLERICAL SPECIALITIES:</b> Office Management: Coordinating activities of an office, such as wordprocessing, bookkeeping, 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, stapling functions and booklets.		
Mail Handling: Sorting, processing, and delivering mail.		
Filing: Classifying, sorting and filing correspondence (electronic and hard copies), 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.		
<b>WORD PROCESSING:</b> 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.		
<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.		
Mathematics-Basic: Studying or applying the basic mathematics principles of addition, subtraction, multiplication or division.		

SKILLS DEFINITION (CONT.)	TRAINING	YEARS OF EXPERIENCE
Time Management: Directing the overall execution of a defined project including development of processes/procedures with respect to time restraints.		
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.)**

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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:

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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:

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**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

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Name Telephone

Address

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Name Telephone

Address

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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