

Part-Time Office Professional Position Description

K-State Research and Extension-Sedgwick County

DEADLINE TO APPLY: Monday, June 24th at 5:00 p.m.

APPLICATION MATERIALS: To be considered for this position, an APPLICATION, COVER LETTER AND RESUME ARE **REQUIRED**. Please send to brantley@ksu.edu.

Employer and Supervisor: The Office Professional reports to the Sedgwick County director. The Sedgwick County Extension Executive Board provides compensation. Benefits are not provided for this part-time position.

Location: Sedgwick County Extension Education Center, 7001 W. 21st St. N., Wichita, KS

Position Type: Part-time, 20 hours a week, Monday 8:30 am - 12:30 pm, Tuesday – Friday, 10:00 a.m. to 2:00 p.m.

General Responsibilities: Serves as back-up Receptionist. The Office Professional provides administrative support to the the Director and the Sedgwick County Extension educational programs.

Pay Rate: \$13.00 an hour.

Responsibilities:

- Serve as back-up receptionist over lunch hour and as needed at the front desk. On occasion, may need to fill in full days when receptionist is on vacation.
- 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.
- Assist in the maintenance of local extension webpages and social media activities.
- Assist in the soil sample process:
 - Provide public with instruction on proper way to collect soil samples.
 - Provide public with instruction on proper way to collect irrigation samples.
 - Assist public with filling out forms for soil/water test
 - Collect payment for soil & irrigation tests
 - Track soil and irrigation tests to monitor progress and completion
 - Assist agents with formatting and data interpretation of soil test reports
 - Send out completed soil test reports to public
- Oversee center-wide inventory.
- Help with proctoring individual exams for agriculture-related licensure.
- Assist with special projects.
- Meet with Director periodically to discuss office updates.
- Other duties as necessary / assigned.

Knowledge, Skills and Abilities

- Prefer to have previous experience working in an office setting managing multiple priorities.
- Must have the ability to take initiative, solve problems, and improve program efficiency.
- Must be detailed oriented and highly organized.
- Must have excellent customer service and time management skills.
- Ability to manage workload with minimal supervision.
- Ability to communicate effectively both verbally and in writing.
- Knowledge and proficiency in English, spelling, grammar, and basic math.
- Ability to establish and maintain effective working relationships with diverse populations.

- Ability to understand and follow step-by-step verbal and written instructions.
- High school diploma required

Proficiency with Microsoft Word, Excel, PowerPoint, Publisher, and Adobe Acrobat is required. 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: There are no benefits provided for this position.

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
OFFICE AND ADMINISTRATIVE SUPPORT: General office and administrative support.		
GENERAL ACCOUNTING: 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.		
CLERICAL SPECIALITIES: Office Management: Coordinating activities of an office, such as wordprocessing, 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.		
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.		
Payroll/Personnel Record keeping: Computing and posting wage data to payroll records; such as income tax withholding, social security payments, and insurance.		
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.		
GENERAL SECRETARIAL DUTIES: 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
GENERAL SKILLS: 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