

Office Professional  
Position Description  
Agriculture/Horticulture Department  
K-State Research and Extension-Sedgwick County

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**DEADLINE TO APPLY:** April 15, or until the position is filled.

**APPLICATION MATERIALS:** To be considered for this position, a cover letter, resume, and three references that include phone number and relationship to the applicant. Please send full packet to [brantley@ksu.edu](mailto:brantley@ksu.edu).

**Employer and Supervisor:** The Office Professional reports to the agriculture and horticulture agents. The Sedgwick County Extension Executive Board provides compensation. National holidays are paid, and benefits are provided.

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

**Position Type:** Full-time, 32 - 40 hours a week can be negotiable.

**General Responsibilities:** Serves as office professional for agriculture and horticulture areas which includes three professional agents and other professional staff.

**Pay Rate:** starting at \$14.00 and higher, dependent on skills and experience.

**Responsibilities for agriculture/horticulture programs:**

- Assist agents in all office-related duties, including, but not limited to copying, creating reports, collecting data, answering phones and assisting customers to provide exceptional customer service.
- Assist with planning, preparation, and implementation of programs including, but not limited to, room set-up, material development, speaker coordination, and catering arrangements.
- Facilitate registration, check-in, and other event management duties during events.
- Work with agents on all program marketing, including drafting, designing and distributing of press releases.
- Utilize Constant Contact to create mass email communications, event registrations, and marketing.
- Maintain/edit website information and online event calendar.
- Manage registrations for programs and answer client inquiries.
- Collect, track, and deposit money related to programs.
- Print and stock necessary community resources.
- Schedule and proctor individual exams for agriculture-related licensure.
- Attend staff meetings as scheduled, typically on Tuesday mornings.
- Ensure community work spaces are stocked such as copy paper, toner, and other supplies.
- Prepare and send occasional bulk mailings to clients.
- Fill in at front reception desk whenever needed.
- 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 detail oriented and highly organized.
- Must have excellent customer service and time management skills.
- Ability to manage workload with minimal supervision.
- Proficiency with Microsoft Word, Excel, PowerPoint, Publisher, and Adobe Acrobat is required.
- Experience with Constant Contact, Zoom, Teams, Canvas, Google Drive, general survey programs, and website maintenance is preferred.

- 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.
- Ability to work a flexible schedule/additional hours during peak periods helpful.
- Familiarity with/ability to post social media.
- Familiarity with technology to set up A/V equipment for a presentation.
- High school diploma 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 setting up other tables and chairs. Ability to carry 25 lbs is preferred.

**Benefits:** A monthly stipend of \$350 goes towards medical insurance costs if employee chooses to use Extension insurance option. A voluntary savings plan is also available.

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, business math, business law and/or business taxes.		
<b>CLERICAL SPECIALITIES:</b> 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.		
<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.		

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