

## Office Professional Job Description

St. Francis, KS

### Description:

The office professional provides general administrative support to the local K-State Research & Extension educational program. This position reports to the local unit director and/or other extension agents. The local board provides the salary and benefits.

### Responsibilities:

- Present the first impression of the local extension program and K-State Research & Extension while greeting the public, answering the telephone, and responding to volunteers.
- Respond to routine requests from the public. Refer other request to the appropriate staff across the District & K-State Research & Extension.
- Be familiar with the schedules of agents to respond to phone calls and office visits.
- Open, sort, and date-stamp mail. Scan and note due dates for responses. Make copies as appropriate to keep everyone informed of important information.
- Organize correspondence, news releases, and meeting and event notices via mail, email, or social media.
- Create documents such as newsletters, fliers, brochures, etc.
- Maintain web pages and social media with up-to-date information and forwarded to the web coordinator.
- Receive and record registrations for events.
- Prepare regular and routine documents, logs, reports, and schedules.
- Maintain mailing lists and databases.
- Coordinate ordering of supplies, equipment, and publications.
- Maintain local unit publications as necessary.
- Manage the documentation associated with the volunteer screening process.
- Perform routine maintenance of office equipment and arrange for repair when necessary.
- Receive and record cash & checks.
- Perform duties related to the Cheyenne County Fair as assigned.
- Operate equipment such as computers and copy machines.
- Delegate duties as appropriate to part-time or student employees.
- Carry out other related duties as assigned.

## **Required Knowledge, Abilities and Skills:**

- Ability to represent the local office of K-State Research & Extension in a professional matter.
- Knowledge of English, Spelling, Grammar, and Basic Math.
- Knowledge of the operation of office equipment, computers, word processing, spreadsheets, and database applications, social media, & software.
- Knowledge of standard formats for letters, memos, and reports.
- Ability to keep sensitive information in a confidential matter.
- Ability to learn and apply rules, policies, and procedures.
- Ability to record, file, and retrieve information.
- Ability to communicate effectively both verbally and in writing.
- Ability to understand and follow step-by-step verbal and written instructions.
- The 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.
- Be willing to learn new skills for potential growth in Extension & 4-H.

## **Benefits:**

- Paid Vacation Leave, Comp Time, Sick Leave, & Holiday Pay, & KPERS Retirement
- Full-Time:8-Hour shifts, Monday – Friday, with occasional evenings & weekends.
- Pay Depends on Experience.
- The application is available on the Sunflower Extension Office Website.
  - <https://www.sunflower.k-state.edu/>
- Send the application to [karennelson@ksu.edu](mailto:karennelson@ksu.edu) or drop by the Sunflower Extension District #6 – Sherman County Office at 813 Broadway, RM 301, Goodland, KS 67735
- Contact Karen Nelson at 785-890-4880 for more information.
- **For best consideration, apply by February 20, 2026.**