

**Office Professional  
K-State Research and Extension  
Wildcat Extension District**

K-State Research and Extension, Wildcat District is seeking a dynamic administrative professional in the Independence office. Full-time position with excellent benefits, responsible for coordinating office management activities for the Family and Consumer Sciences (FCS) division in four-county district. Also provides general administrative support and serves as the point of reference for phone and in-person queries and requests within the Independence office.

**Minimum Qualifications:** Excellent customer service skills, integrity and professionalism, as well as proficiency in MS Office. High degree of office management and multi-tasking capabilities. Proven experience in office organization and optimization techniques. High school diploma required.

**Preferred Qualifications:** Knowledge of FCS program. Experience working in educational setting, web editing, graphics art applications and social media outreach. Associate's Degree in business administration or related area.

Send cover letter, resume, and three references to: [wildcatext@ksu.edu](mailto:wildcatext@ksu.edu). Go to <http://www.wildcatdistrict.k-state.edu/food-family/index.html> for more information. Equal Opportunity Employer. Application deadline Feb. 27, 2018.



**K-STATE**  
Research and Extension

Wildcat District