

Office Professional Job Description

Office Location: Independence, KS

Description:

The office professional provides general administrative support to the local K-State Extension educational program. This position reports to the local unit director and/or other extension agents. The local board provides the salary and benefits. Employment will be contingent upon the applicant's clear background check.

Responsibilities:

- Present the first impression of the local extension program and K-State 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.
- Create documents such as newsletters, fliers, brochures, etc.
- Keep web pages and social media sites up-to-date. Forward content to District Communications Manager.
- 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.
- Manage local unit publication supply as necessary.
- Manage the documentation associated with the volunteer screening process.
- Perform routine maintenance of office equipment and arrange for repair when necessary.
- Maintain accounts payable, accounts receivable, and budgets for 4-H.
- Prepare monthly financial reports for 4-H Council.
- Receive and record cash & checks.
- 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.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service
K-State Research and Extension is an equal opportunity provider and employer.

Required Knowledge, Abilities, and Skills:

- Ability to represent the local office of K-State 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, & Simple IRA w/ 3% District Match
- Full-Time: 8-Hour shifts, Monday – Friday, 8 - 4:30 with occasional evenings & weekends.
- Salary is based on training and experience.
- The application is available on the Wildcat Extension District Website @ www.wildcatdistrict.k-state.edu/
- Email your application to clance@ksu.edu or drop by the Wildcat Extension District #14 – Montgomery County Office at 410 Peter Pan Rd., Suite B, Independence, KS 67301
- Contact Carrie Lance at 620-704-2523 for more information.
- For best consideration please apply by October 17, 2025.

K-State Research and Extension – Wildcat District

Employment Application for Office Professional

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Please List Applicable Experience

Previous Employment

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain:

Please attach Cover Letter and Resume to application

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



Extension Wildcat District

Kansas State University is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, contact Carrie Lance, KSRE – Wildcat District Director, 620-704-2523.

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