**4-H Office Professional**

K-State Research and Extension Wildcat District is seeking a dynamic Office Professional in the Fredonia office location. This position is to support 4-H Youth Development and manage office administrative functions. This includes, but is not limited to assisting 4-H agents with newsletters, online databases, 4-H contests and event preparation, and providing general administrative support to district. Background check required.

**Minimum Qualifications:** High school diploma. Basic understanding of and experience with 4-H is required, along with a high degree of administrative experience and multi-tasking capabilities. Must have Microsoft Office proficiency and excellent customer service skills, integrity and professionalism.

**Preferred Qualifications:** Associate’s Degree in business administration or related area. Experience working in educational setting. Ability to work with web editing and social media outreach.

Salary Range is $11.00-13.00 per hour, depending on qualifications, plus benefits.

**Application Deadline:** Friday, September 11, 2020. Send cover letter, resume and three references to [wildcatext@ksu.edu](mailto:wildcatext@ksu.edu).

K-State Research and Extension is an equal opportunity provider and employer.