**Family and Consumer Sciences Office Professional**

K-State Research and Extension, Wildcat District is seeking a Family and Consumer Sciences Office Professional in the Independence office location. This position is responsible for managing the Family and Consumer Sciences functions of the Wildcat District as well as serving as Office Professional. This includes, but is not limited to assisting Family and Consumer Sciences Agents with events and providing general administrative support to the district.

**Minimum Qualifications:** Basic understanding of various aspects of Family and Consumer Sciences. High degree of office management and multi-tasking capability. Proven experience as office professional. Familiarity of office organization and optimization techniques. Integrity and professionalism. Proficiency in MS office. High School Diploma.

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

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

Send cover letter, resume, and three references to: K-State Research and Extension, Wildcat Extension District, 120 E. Buffalo St, Girard, KS, 66743, (620)724-8233, wildcatext@ksu.edu. A full job description can be found at: [www.wildcatdistrict.ksu.edu](http://www.wildcatdistrict.ksu.edu). Wildcat Extension District is an Equal Opportunity Employer.

Applications will be accepted until Monday, February 10th, 2020.