

Part-Time Family and Consumer Sciences Office Professional Position Description

KK-State Research and Extension-Harvey County

DEADLINE TO APPLY:

APPLICATION MATERIALS: Contact our office at 316-284-6930 for an application or find on our website www.harvey.ksu.edu. Please send application to seckert@ksu.edu.

Employer and Supervisor: The office professional reports to the county director and the FCS agent. The county extension executive board provides compensation.

Location: Harvey County Extension Office, 800 N. Main Room 11, Newton, KS

Position Type: Part Time, 16-20 hours or more depending on office needs per week. Must be flexible and able to fill in on short notice.

General Responsibilities: The FCS Office Professional provides administrative support to the FCS department and the Harvey County Extension Office.

Responsibilities:

- *Present a professional and welcoming impression of K-State Research and Extension-Harvey County while greeting the public and answering phone calls
- *Respond to questions from the public about educational activities, classes, and opportunities at extension, etc
- *Be familiar with the schedules of agents
- *List classes and events on the website, register individuals, provide enrollment materials to participants if necessary, and provide a class list to the agent
- *Maintain local extension webpages and social media platforms
- *Develop and produce promotional materials for agent
- *Assist the Senior Health Insurance Counseling of Kansas (SHICK) Program
 - Scheduling appointments
 - Data input
 - Filing
 - Assisting with occasional Medicare questions
 - Receive a basic training on SHICK program
 - Order publications when necessary
- *Assist FCS agent with Walk Kansas
 - Keep vendor and participate registrations and logs
 - Create necessary databases
 - Distribute newsletters
 - Order and distribute merchandise
 - Help assemble and distribute information
- *Assist FCS agent with SNAP-Ed grant
 - Request, mail and file documents regarding SNAP-Ed grant
- *Make copies and prepare supplies for programs as requested by agent or assistant
- *Create or adapt promotional materials

- *Copy and distribute news releases, meeting and event notices
- *Open, sort, and deliver mail to agent
- *Schedule rooms for agent classes and events.
- *Order supplies
- *Help with data entry into PEARS when needed
- *Be the primary receptionist at the front desk
- *Other duties as necessary/assigned

Knowledge, Skills and Abilities

- *Must have previous experience working in an office setting.
- *Must be detailed oriented and highly organized.
- *Must have proven background in customer service skills; telephone skills a must.
- *Knowledge and proficiency in English, spelling, grammar, and basic math. Bilingual preferred.
- *Ability to use Microsoft Word, Excel, Power Point and Publisher. Familiarity with other design programs would be preferred, but not required.
- *Experience working with website software and social medias including Facebook a plus.
- *Ability to communicate effectively both verbally and in writing.
- *Ability to establish and maintain effective working relationships with diverse populations.
- *Ability to understand and follow step-by-step verbal and written instructions.

This 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.

Benefits: Paid vacation time, paid sick leave, holiday leave, KPERS retirement.