

**Office Professional
Flint Hills Extension District
Application Procedures**

Title: Office Professional

Application Due: December 12, 2016

Location: Flint Hills Extension District Office
Courthouse; 501 W Main
Council Grove, KS 66846

Responsibilities: The Office Professional position is a full-time (40 hr/week) position.

Qualifications: * H.S. diploma/GED.
* Must have strong organizational and computer skills.
* Must be able to work effectively with the public.
* Ability to multi-task and work in a fast-paced environment.
* Ability to communicate effectively both verbally and in writing.
* Ability to represent the Flint Hills Extension District in a professional manner.

**See “Office Professional Job Description” at
<http://www.flinthills.ksu.edu>, or by calling 620.767.5136, for
additional responsibilities and qualifications.**

Benefits of position: Salary range: commensurate with applicant qualifications
Annual Leave - 4 hours/month, starting
Sick Leave - 8 hours/month
10 designated paid holidays
Opportunity to attend some training provided by K-State Research and Extension

How to Apply: Your application must include the “Application for Employment” which can be found at <http://www.flinthills.ksu.edu>, or by calling 620.767.5136. We also encourage you to submit your resume.

**Return application to:
Chelsea Richmond
Flint Hills Extension District
Courthouse; 501 W Main
Council Grove, Kansas 66846
crichmon@ksu.edu**

The Flint Hills Extension District # 13 is an Equal Opportunity Provider and Employer.