

**Job Description**  
**Office Professional**  
**K-State Research and Extension**  
**Flint Hills Extension District # 13**

**Description:**

The Extension Office Professional reports to the District Extension Director and other Extension Agents in the Flint Hills Extension District. The District Governing Body provides the salary and benefits for the position.

**General Responsibilities:**

The Extension Office professional provides general administrative support to the Flint Hills Extension District educational program.

**Specific Responsibilities:**

- \* Present the first impression of the Flint Hills Extension District and K-State Research and Extension while greeting the public and answering the telephone.
  
- \* Respond to routine requests from the public. Refer other requests to the appropriate individual.
  
- \* Be familiar with schedules of Extension Agents in order 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.
  
- \* Using word processing software and working from a draft provided by agents, create documents such as newsletters, fliers, brochures, etc.
  
- \* Maintain web pages with up-to-date information.
  
- \* Receive and record registrations for events.
  
- \* Prepare regular and routine documents, logs, reports, and schedules.
  
- \* Maintain databases.
  
- \* Coordinate ordering of supplies, equipment and publications.
  
- \* Keep mailing lists up-to-date.
  
- \* Receive and record cash and checks as well as prepare financial reports.
  
- \* Operate equipment such as computer, mail meters, copy machines, etc.
  
- \* Carry out other related duties as assigned.

**Required Knowledge, Abilities and Skills:**

- \* Ability to represent the Flint Hills Extension District and K-State Research and Extension in a professional manner.
- \* Knowledge of English, spelling, grammar, and basic math.
- \* Knowledge of the operation of office equipment and personal computers.
- \* Knowledge of standard formats for letters, memos, and reports.
- \* Ability to keep sensitive information in a confidential manner.
- \* Ability to learn and apply rules, policies and procedures.
- \* Ability to use basic word processing, spreadsheet and database applications.
- \* Ability to record, file and retrieve information.
- \* Ability to communicate effectively both verbally and in writing.
- \* Ability to establish and maintain effective working relationships.

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.