**Office Professional**

**Flint Hills Extension District**

**Application Procedures**

Title: Office Professional

Application Due: July 7, 2017

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,**](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

NO Health Insurance

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,**](http://www.flinthills.ksu.edu,) or by calling 620.767.5136. We also encourage you to submit your resume.

**Return application to:**

**Flint Hills Extension District**

**Courthouse; 501 W Main**

**Council Grove, Kansas 66846**

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