Office Professional

KANSAS STATE UNIVERSITY | Extension Riley County

Position Overview

The office professional provides general administrative support to the local K-State Extension educational program. This position reports to the local unit director and/or other extension agents. The local extension board provides the salary and benefits.

Application Date

Position will close to applications on December 9th, 2026

Appointment Type and Office Hours

Full-Time non-exempt: 40 hours/week
Monday through Thursday 7:30a-5:00p, Friday 7:30a-12:00p

Preferred Knowledge, Abilities, and Skills

- Ability to represent the local office of K-State Extension in a professional manner.
- Knowledge of English, spelling, grammar, and basic math.
- Knowledge of the operation of office equipment, personal computers, word processing, and excel spreadsheet.
- Knowledge of standard formats for letters, memos, and reports.
- Ability to keep sensitive information in a confidential manner.
- Ability to record, file and retrieve information.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to understand and follow step-by-step verbal and written instructions.
- This role involves mainly desk-based work within a standard 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.

Responsibilities

- Present the first impression of the local extension program 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 agents to respond to phone calls and office visits.
- Organize correspondence, records, and other information for future retrieval.
- Lead public communications through our monthly E-newsletter and social media.
- Maintain web pages and social media with up-to-date information.
- Assist with managing registration information and payments for events.
- Prepare regular and routine documents, logs, reports, and schedules.
- Maintain mailing lists and databases.
- Coordinate ordering of supplies, equipment, and publications.
- Maintain local unit publications printing and distribution.
- Oversee office equipment management and repair orders.
- Operate general office equipment such as computer, laminator, and copy machines.
- Carry out other related duties as assigned, including the 4-H County Fair

Benefits

- Salary range $40,000 - $55,000 depending on experience
- Annual leave is accrued at the rate of: 1 day per month for less than 5 years of service, 1.5 day per month for 5 years and less than 10 years, 1.75 day per month for 10 years and over
- Sick leave is accrued at the rate of 1 day per month.
- Eligible for KPERS program at time of employment.
- 95% of a single coverage for health insurance is provided.
- A family plan is available at an additional cost to the employee.
- Cafeteria benefit plan for medical expenses is available.

Application Procedure

Candidates may submit complete application packets electronically to Daniel Skucius– skuciusd@k-state.edu or at 110 Courthouse Plaza, Room B220, Manhattan, KS 66502. An application includes a **cover letter**, **resume** and **contact information for three professional references.**