

Lyon County

2632 W. Highway 50
Emporia, KS 66801
620-341-3220
www.lyon.ksu.edu

Full job description – Office Professional

The office professional provides general administrative support to the local K-State Research and Extension educational program. This position reports to the local unit director and/or other extension agents. Position funding is provided by the Lyon County Extension Council budget.

Areas of Responsibility:

- Ability to represent the Lyon County office of K-State Research and Extension in a professional manner
- Knowledge of office management procedures to provide administrative support and ensure efficient operation of the office
- Proficient in basic bookkeeping principles and computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint)
- Answer and direct phone calls, greet and assist the public, and respond to inquiries in a professional and friendly manner
- Provide support for Extension events and programming
- Trustworthy, with a strong level of personal commitment
- Strong organizational skills with the ability to multitask and prioritize tasks
- Excellent written and verbal communication skills
- All other duties as assigned

Job Type: Part-time

Pay: Starting at \$15.00 per hour and up, based on experience

Expected hours: up to 35 per week

Submit a letter of interest and resume with three references to: K-State Research and Extension, 2632 W Hwy 50, Emporia, KS 66801, or email brees@ksu.edu.

Kansas State University, County Extension Councils, Extension Districts, and U.S. Department of Agriculture Cooperating.

K-State Research and Extension is an equal opportunity provider and employer.

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