

Russell Office Summer Assistant Position Description Midway District #15

Position Overview

K-State Research and Extension, Midway District - Russell Office is looking for a friendly, organized, and motivated person with computer and record-keeping skills to serve as a part-time summer assistant. This position will run June 1 – July 31, 2022 and will work up to 30 hours per week with scheduling dependent upon candidate's availability.

Successful candidates will welcome clients into our office, direct phone calls and office visits, assist with 4-H Youth Development Program responsibilities, and complete other tasks as required.

A background in social media is also helpful to this position.

Employer and Supervisor:

The summer assistant reports to the Midway District Director and 4-H Youth Development Agent, while the Midway Extension Board provides the salary; no additional benefits.

Office Location

Midway Extension District Office, Russell, Kansas

General Responsibilities:

The summer assistant provides general administrative support to the local K-State Research and Extension Agents and Program Assistant.

Specific Responsibilities

- Represent K-State Research and Extension while greeting the public, answering the telephone, and working outside at the county 4-H fairs.
- Assist the 4-H Youth Development Agent and staff complete responsibilities related to the 4-H program.
- Respond to routine requests from the public. Refer other requests to the appropriate Extension Agent or Program Assistant.

- Manage and update Midway Extension District’s social media platforms.
- Be familiar with schedules of Extension Agents in order to appropriately 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.
- Organize correspondence, records, and other information for future retrieval.
- Copy and distribute correspondence, news releases, and meeting and event notices via mail, email, or social media.
- Operate equipment such as computer and copy machines.
- Carry out other related duties as assigned.

Required Knowledge, Abilities and Skills

- Ability to represent the local office of 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 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.
- Ability to understand and follow step-by-step verbal and written instructions.
- The work is primarily sedentary and will be performed at a desk, in the office environment, and outside at the county 4-H fairs. 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.

- Current, valid driver's license and clean driving record.

Pay and Benefits

Competitive pay based on experience and skillset.

Application Procedure

Interested and qualified applicants may apply by visiting the Midway Extension District website at <https://www.midway.k-state.edu/>. Hard copy applications may also be picked up at 309 S. Fossil St. Russell, KS 67665. Applications will be accepted until the position is filled.

Questions and Announcements

Additional questions regarding this position may be directed to Jessica Kootz, Midway Extension District Director at 785.472.4442 or jessicak@ksu.edu.

K-State Research and Extension, Midway District is an equal opportunity provider and employer. A criminal background check is required.

Equal Employment Opportunity:

Midway Extension District is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.