**Job Title**

**Office Professional Administrative Support**

Johnson County K-State Research and Extension, Olathe, KS 10/1/2015

**Part Time (20 hours per week)**

**Job Description**

**Position Summary**

The Office Professional is responsible for greeting, welcoming and directing the public and visitors to the appropriate individual, event or information. This role serves as support for the Family and Consumer Sciences programs, performing basic administrative duties.

**Job Requirements**

**Primary Responsibilities:**

* Answer and direct calls. Respond to routine requests from the public and clients.
* Prepare and distribute paper and electronic materials.
* Maintain program webpages. Prepare and post information on social media.
* Process class and event registrations utilizing online software.
* Prepare routine documents, logs, reports, etc. Sort and file materials.
* Maintain databases and mail lists.
* Perform other duties as assigned.
* Assist with kitchen duties as needed including loading/unloading dishwashers, maintaining a clean refrigerator, and washing laundry.

**Knowledge, Skills and Experience:**

* Customer service focused. Must enjoy working with the public and exhibit grace under pressure.
* Excellent communication skills, written, verbal and interpersonal.
* Learn quickly, follow instructions, multi-task with good time-management skills and attention to detail. Strong organizational skills required.
* Writing, spelling, grammar and basic math.
* Operate general office equipment and personal computers.
* Proficient in Microsoft Office 2010 suites and programs, including Publisher and Outlook.
* Word processing, spreadsheet and database.
* Ability to work independently and as part of a team.
* Ability to maintain confidentiality.

**Requirements:**

Education

* Associates degree from 2-year institute. College degree preferred.

Other

* Minimum of 2 years serving as an administrative assistant
* Ability to work part-time Monday – Friday

Work duties are primarily sedentary and will be performed at a desk or in an office environment. 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.

K-State Research and Extension is committed to making its services, activities, and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, please contact our office. K-State Research and Extension is an equal opportunity provider and employer.