

Job Advertisement

Office Staff - The Rolling Prairie Extension District is taking applications for a Full-Time position. This position will be located in the Howard office. Good communication, computer, social media, digital delivery, and book-keeping skills are a must. Applicant must also be well organized, willing and able to give presentations, knowledgeable in youth development, and be able to multi-task. Driver's license and clean driving record required. Salary will be based on work experience and skill level. Associates degree is preferred. Applications will be accepted until the position is filled. Applications and job descriptions are available at the <https://www.rollingprairie.k-state.edu/>. For more information, contact Jenny McDaniel at 405-245-1925 or jlm323@ksu.edu. K-State Research and Extension - Rolling Prairie District is an equal opportunity provider and employer.

Job Description

Full-Time Position with some nights and weekend necessary.

The District Extension Office Staff is a frequent and very important contact that the public has with the Rolling Prairie District Extension Service. Staff must be a part of the professional team and, like other staff members, understand what is expected of them. They should take an interest in Extension work and in managing an effective, efficient office.

OFFICE HOURS: The Extension Offices in Howard and Sedan will observe the following office hours:

Monday through Friday, 8:00 a.m. – 12 NOON and 1:00 – 4:00 p.m.

The office staff may take a 15 minute break in the morning, an hour lunch and a 15 minute break in the afternoon, otherwise the office staff is expected to be in the office or working in the communities. Occasionally, emergencies arise which cannot be helped. Personal business should not be conducted during office hours. If it is necessary to make an appointment to conduct personal business during office hours, check with the local agent before making an appointment

Extension professionals (agents) will normally work more than 40 hours per week, much of it at night or on weekends. While agents will generally observe regular office hours, they are allowed to exercise professional scheduling as necessary. However, agents should notify the office staff if they will not be in the office or will be arriving after 8:30 a.m.

When leaving the office, the agent should inform the office staff where they are going and approximately when they will be back.

PUBLIC RELATIONS/RECEPTIONIST/TELEPHONE DUTIES: Serve as the office receptionist. Greet clientele politely and make them feel welcome. Refer them to proper agent or take a message. For requests that can be handled by office professional, do so in a pleasant, professional manner. These include requests for information, publications, etc.

The telephone should be answered “K-State Research and Extension, Rolling Prairie District, This is _____.” The call should be referred to the appropriate agent. Ask the name of the caller and inform the agent. If the agent is out, take a message on who to call back, their telephone number, the time of day and what it is they are requesting. Record the callers’ name even if no message is left. Also record the date and time the call was received. Good public relations are essential over the telephone. Instead of “He/She hasn’t come in yet today” say “He’s/She’s not in the office now, but I’m expecting him/her in later this morning. May I have him/her return your call?” Instead of “He’s/She’s left for the day” say “He/She will be out of the office this afternoon. May he/she return your call tomorrow?”

Don’t answer questions relative to subject matter or policy unless you have it confirmed from the agent or can find it in a K-State Research and Extension or other Extension publication. This creates a liability problem and should be avoided. Please do not endorse any brand names of products. The office professionals may call other agents, area or state specialists to answer a question if the agent is gone.

COMPUTER USAGE/OFFICE EQUIPMENT

- ✓ Be competent in the use of word processing and spreadsheets software, 4HOnline for 4-H records and other software programs to complete office tasks.
- ✓ The use of Email and the Internet is needed for business purposes only. Computer games are not an acceptable use of time on the computer.
- ✓ Photocopy materials for handouts, flyers, letters, newsletters, and other items.
- ✓ Assemble, prepare and mail all correspondence of the office daily.

AGENTS SCHEDULE

- ✓ Know the agent's schedules at all times. Maintain a calendar with this information. Privacy should be maintained when agents are gone overnight.
- ✓ **Howard Office:** Also keep a schedule of the meeting room and post a monthly schedule on the door. Rental of the meeting room is \$20 per day for non-Extension groups.

MAIL

- ✓ Open, scan and read the mail and then stamp the date the mail was received. This is an important means of staying familiar with Extension happenings, events, due dates, and agent's schedules.
- ✓ Letters to a person or family should be placed in one envelope unless specifically stated otherwise by the agent. It is poor policy for a person to receive more than one envelope from the office the same day.

FINANCIAL RESPONSIBILITIES

- ✓ The Office Professional (Financial Secretary) is responsible for finances and will prepare all District Extension bills for payment. Office professionals should make three (3) copies of bills:
 1. A copy is faxed or scanned to the financial secretary in a timely manner so that it may be paid at the next monthly Executive Board meeting;
 2. A copy is kept in the local Extension Office;
 3. The original bill is given to the office of the financial secretary to be filed permanently.
 4. The District Extension Director should approve all checks/payments before submitting them to the Governing Body for payment.
- ✓ Office professionals are responsible for receiving money, writing receipts and keeping track of money received within the office. Each county office will keep track of their local 4-H Councils' treasuries, local scholarship funds, livestock accounts, etc.
- ✓ Once checks are signed, the office professional will send to KSU:
 - A copy of checks
 - 2 copies of financial statements
 - Original credit card receipts and statement
 - Copy of bank statements and deposit slips
 - One copy of the checks stapled to the invoices remains on file in the office.

REPORTS/FILING/ORGANIZATIONAL ITEMS

- ✓ Keep and maintain 4-H records and enrollment with the 4HOnline software.
- ✓ Maintain, prepare and/or assist with other office reports as needed by the agents. Reports include: monthly board reports, unit records, weekly crop reports, 4-H Council and Jr Leader minutes and records, etc.
- ✓ Maintain supplies needed for office operation and order when necessary.
- ✓ Maintain current mailing lists for all the Extension program areas. These lists should be kept confidential.
- ✓ Maintain an organized set of files.

PUBLICATIONS MANAGEMENT

- ✓ Maintain current inventory of agriculture, family and consumer sciences, and 4-H publications and records and other educational materials. See that items are kept in stock and order more when needed.
- ✓ Distribute 4-H materials and records to 4-H members, parents, and leaders at the beginning of the new 4-H year and during the year as needed.
- ✓ Keep publications that are displayed on shelves and racks in a neat and organized appearance.
- ✓ Order paper and office supplies as necessary.

WORK HABITS/ATTITUDE

- ✓ Arrive at work on time.
- ✓ Complete work in a timely manner.
- ✓ Cooperation and loyalty to agent.
- ✓ Accuracy and neatness of work is essential.
- ✓ Maintain a neat, organized, and professional looking office and work space. This includes meeting rooms and kitchen areas.
- ✓ Keep supplies, desk and work areas neatly arranged.

OTHER

- ✓ All other duties as assigned.

REPORTING TIME

- ✓ Each office professional will record hours worked and leave taken on the KSU 8-25 form. Approved by the agent in the local office, one copy will remain in the local office file and one copy is to be sent to the District Extension Director for approval. Another copy should be sent to the district office professional responsible for payroll. The Governing Body may review the record of hours worked at their meeting.
- ✓ Maintain a record of leave earned and used.

EVALUATION

- ✓ Office professionals will be reviewed after the first six months of employment and on an annual basis thereafter. The evaluation will be done by the local agents and District Extension Director and presented to the District Extension Governing Body.

BUS TRIP (DISTRICT)

- ✓ Coordinate with Village Tours.
- ✓ Promote the trip through news articles, fliers, e-mail and social media.
- ✓ Collect registrations and deposit for attendees.

COUNTY FAIR

- ✓ Prepare superintendents notebooks.
- ✓ Take entries and input into Fair Management System.
- ✓ Post results to Fair Management Systems and to newspaper.
- ✓ Photography, video and social media of events.
- ✓ Assist agents where needed.

VOLUNTEER SCREENING

- ✓ Maintain folders for each volunteer.
- ✓ Communicate with volunteers on where they are in the process and what is needed.
- ✓ Submit needed paperwork to the State 4-H Office.

EHU GROUPS

- ✓ Prepare EHU program books for each club.
- ✓ Copy lessons for the clubs.
- ✓ Be the point of contact for the extension office.

HEALTH FAIR

- ✓ Coordinate with lab and vendors.
- ✓ Promote the health fair.
- ✓ Manage registrations at the health fair.

HOLIDAY HAPPENINGS

- ✓ Coordinate with EHU groups.
- ✓ Promote Holiday Happenings.

SCHOOL ENRICHMENT

- ✓ Coordinate with schools to provide programs.
- ✓ Prepare materials for school enrichment programs.

WALK KANSAS (DISTRICT)

- ✓ Oversee team registrations.
- ✓ Coordinate with KSU.
- ✓ Manage apparels orders.
- ✓ Host Walk Kansas events.

WEBSITE/SOCIAL MEDIA

- ✓ Be able to navigate the Rolling Prairie and Kansas 4-H Websites.
- ✓ Update items as needed on the Rolling Prairie Website.
- ✓ Manage post and distribute information on social media sites.