

K-State Research and Extension, Frontier District serves Anderson, Franklin, and Osage Counties in Eastern Kansas. The Extension unit has offices in Garnett, Lyndon, and Ottawa. This position is responsible for managing the operations of the 4-H Youth Development Program across three counties and primary office administrative functions in the Ottawa office. This includes but is not limited to assisting the 4-H Youth Development Agent and 4-H Program Managers with newsletters, 4-H online databases, 4-H contests, and event preparation and providing general administrative support to the district. The Frontier District Governing Body provides the salary and benefits for this position, and the 4-H Office Professional reports to the Frontier District Director.

RESPONSIBILITIES

- Present the first impression of the Frontier Extension District and K-State Research and Extension while greeting the public and answering the telephone. Provide customer assistance in-person, through email and phone calls, and refer other requests to the appropriate individual.
- Be proactive in assisting the district 4-H staff with district and county projects as needed.
- Handle office financial transactions, prepare weekly deposits, submit bills for payment, and interact with the Financial Manager as needed.
- In coordination with the district 4-H agent and the 4-H program manager, manage finances and accountability of the local 4-H activity account(s) – Citizenship Washington Focus, the Franklin County 4-H Council and the Frontier District 4-H Activity Fund. Assist with the completion of end-of-year district 4-H financial reviews.
- Manage and maintain the district 4-H Online database as it pertains to 4-H enrollment online.
- Receive, open (unless marked “confidential”), and sort mail. Make copies as appropriate to keep everyone informed of important information.
- Serve as the Ottawa office manager and assist on special projects in the office and district. Coordinate ordering of supplies, equipment, and publications. Perform routine maintenance of office equipment and make arrangements for repairs when necessary.
- Assist customers in checking out equipment and ensure proper documentation is completed; issue reminders as needed to customers.
- Handle, document, and mail soil and other related diagnostic services; double-check for correct costs.

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- Create documents such as letters, fliers, brochures, etc. as needed, and prepare regular and routine documents, logs, reports, and schedules, as requested. Receive and record registrations for events as needed.
- Keep sensitive information in a confidential manner.
- Carry out other related duties as assigned.

QUALIFICATIONS

- High school diploma. An associate degree in business administration or a related area is preferred.
- Basic understanding of and experience with the 4-H youth development program.
- High degree of office management administrative experience and multi-tasking capability, including above-average proficiency in all aspects of Microsoft Office 365.
- Represent the Frontier District, K-State Research and Extension in a professional manner and the ability to communicate across the district effectively and professionally regarding all 4-H youth development aspects of the district.
- Ability to keep sensitive and/or private information confidential.
- Ability to learn, apply, and share rules, policies, and procedures.
- Ability to work independently, as well as closely with 4-H staff on projects, and take the lead on projects as requested. Execute work efficiently and communicate with 4-H staff when they are completed.

WAGES AND BENEFITS

Wages: This is an hourly paid position with a 40-hour work week. Compensation will be set by the Frontier Extension District Governing Body and District Director, with the starting pay dependent on experience and qualifications. The minimum starting pay with no experience is \$16.00 per hour.

Retirement: The employee will be enrolled in KPERs (Kansas Public Employment Retirement System).

Health Insurance: Health insurance is available. There is a thirty-day waiting period that begins on the first day of employment.

Holidays and Leave: Paid holidays are per the Frontier District Holiday Schedule as approved by the Frontier District Governing Body. Sick leave is accumulated one day per month. Vacation leave is accumulated monthly and starts at 12 days per year. Bereavement Leave, Court Leave, and Family Medical Leave Act (FMLA) benefits are available to the employee.

Cell phone allowance and mileage reimbursement are also provided.

APPLICATION PROCEDURE

To apply, submit a cover letter, resume, and application for employment to Rebecca McFarland, District Director, at rmcfarla@ksu.edu. The position announcement, application for employment and additional information can be found on our district website at <https://www.frontierdistrict.k-state.edu/>. Screening of applications will begin May 12, 2025, and will continue until a suitable applicant has been hired.

For more information, contact Rebecca McFarland, District Director, 785-229-3520, or rmcfarla@ksu.edu.

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