

**Seasonal Program Assistant  
Osborne, KS Office  
POSITION DESCRIPTION**

**DESCRIPTION**

The Program Assistant is responsible for providing general administrative support to the local K-State Research and Extension (KSRE) educational program and office operations.

**EMPLOYER AND SUPERVISOR**

K-State Research and Extension's Post Rock District serves Jewell, Lincoln, Mitchell, Osborne, and Smith Counties in North Central Kansas. The Post Rock District – Osborne Office will be the professional's primary workplace. The extension unit has additional offices in Beloit, Lincoln, Mankato, and Smith Center, KS. The Post Rock District Extension Board provides the salary and benefits for this position. The professional reports to the Post Rock District Director and other Extension Agents.

**RESPONSIBILITIES**

The preferred candidate will have the knowledge, ability and skills to successfully meet the responsibilities outlined below with reasonable training and support from KSRE's Post Rock District.

- Present a positive, professional and inviting first impression of the Post Rock District extension unit, KSRE, and Kansas 4-H while providing quality customer service to the public and working with internal teams.
- Practice timeliness and reliability to help with general operational tasks of the extension office.
- Comfortable working individually and with in-person and distance-connected groups to accomplish goals.
- Learn and apply rules, policies and procedures. Understand and follow step-by-step verbal and written instructions to complete routine tasks and requests from supervisors.

**QUALIFICATIONS**

Individual must be 16 years or older to be eligible. Ability to represent the local K-State Research and Extension unit in a professional manner is required. Ability to obtain/maintain a valid Kansas Driver's License is required. A criminal background check is required.

**BENEFITS**

The Program Assistant is a part-time position. The position is seasonal with the start and end date negotiable between the District Director and the employee. The primary season of employment is spring/summer 2024. The position is not to exceed 40 hours per week unless the employee has received pre-approval from the District Director. Some evening and weekend working hours may be expected, but will be agreed upon in advance between the District Director and the employee. Employee benefits for this position will include Social Security with the employer contributing the employer's share of the hourly wage each month to the Social Security Administration. This is a non-exempt position and thus, is subject to the provisions of the Fair Labor Standards Act. Compensation will be paid per hour of work, and pay periods will be monthly. Reimbursement for authorized travel expenses will be made by the Post Rock District. The reimbursement will be made at the official State of Kansas travel rates. Additional questions about benefits for this position can be directed to the Post Rock District Director.

**EQUAL EMPLOYMENT OPPORTUNITY**

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

**APPLICATION PROCEDURE**

Applications can be accessed at [www.postrock.ksu.edu](http://www.postrock.ksu.edu). Position is open until filled. Screening will begin immediately. Applications must be submitted to a Post Rock District Office or by email to Nora Rhoades, District Director, at [nrhoades@ksu.edu](mailto:nrhoades@ksu.edu). Email subject: "Program Assistant Application". For more information, contact Nora Rhoades, District Director, at 785-378-3174 or [nrhoades@ksu.edu](mailto:nrhoades@ksu.edu).