

**Application Procedures for hiring a
Frontier Extension District Financial Administrative Assistant**

Title: Financial Administrative Assistant

Location: The position will be housed at the Frontier Extension District office in Lyndon, KS.

Application Due: Return application to Dr. Fran Richmond, P.O. Box 400, Lyndon, KS 66451, or email to frichmon@ksu.edu by **June 20, 2018**.

This position is available on or after July 1, 2018. The start date is negotiable.

Applications may be dropped off at any of the three Frontier Extension District offices listed below by the due date.

**Frontier Extension District Office
128 W. 15th Street
Lyndon, KS 66451**

**Frontier Extension District Office
1418 S. Main, Suite 2
Ottawa, KS 66067**

**Frontier Extension District Office
PO Box 423
411 S. Oak
Garnett, KS 66032**

Time Required: The position is full-time (40 hr./week).

Qualifications: * Significant experience in office management, general accounting practices, budget and financial management.
* Ability to communicate effectively both verbally and in writing.
* Ability to represent the K-State Research and Extension and the Frontier Extension District in a professional manner.

**See “Job Description for Financial Administrative Assistant” at
<http://www.frontierdistrict.ksu.edu>.**

Benefits of position: Salary range: \$15.00 to \$20.00/hour, commensurate with experience
Annual Leave - 8 hours/month, starting
Sick Leave - 8 hours/month
12 designated paid holidays
KPERs Retirement Plan
Health Reimbursement Arrangement
Dependent Care Reimbursement Account

How to Apply: Your application must include the “**Application for Employment**” found at <http://www.frontierdistrict.ksu.edu>. Please also submit your resume.

The Frontier Extension District is an equal opportunity provider and employer.