KANSAS STATE UNIVERSITY | Extension Frontier District

District Office Professional
Position Announcement

K-State 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 located in the Lyndon office, and is responsible for managing the operations of the office.** This includes, but is not limited to, assisting the agents and 4-H program manager and providing general administrative support to the district. The Frontier District Governing Body provides the salary and benefits for this position, and the Office Professional reports to the Frontier District Director and local agents.

RESPONSIBILITIES

- Present the first impression of the Frontier Extension District and K-State 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 staff member.
- Be familiar with the schedule of the agents and program manager in order to respond to phone calls and office visits.
- Handle office financial transactions, prepare weekly deposits, submit bills for payment, and interact with the Financial Manager as needed.
- In coordination with the 4-H program manager, manage finances and accountability of the Osage County 4-H Council.
- Receive, open (unless marked “confidential”), and sort mail. Make copies as appropriate to keep everyone informed of important information.
- Serve as the Lyndon office manager and assist on special projects in the office and district.
- Coordinate ordering, storage, and management of supplies, equipment, and publications. Perform routine maintenance on office equipment and arrange 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.
- 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 event registrations as needed.
- Keep sensitive information in a confidential manner.
- Carry out other related duties as assigned.

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QUALIFICATIONS

- High school diploma. An associate degree in business administration or a related area is preferred.
- Basic understanding of Extension.
- High degree of office management administrative experience and multitasking capability, including above-average proficiency in all aspects of Microsoft Office 365.
- Represent the Frontier District, K-State Extension in a professional manner and the ability to communicate across the district effectively and professionally.
- 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 staff, and take the lead on projects as requested. Execute work efficiently and communicate with staff when it is completed.

WAGES AND BENEFITS

Wages: This is an hourly position with a 40-hour workweek. Compensation will be set by the Frontier Extension District Governing Body and the District Director, with starting pay based on experience and qualifications.

Retirement: The employee will be enrolled in the Kansas Public Employees Retirement System (KPERS).

Health Insurance: There is a thirty-day waiting period that starts on the first day of employment. The Frontier Extension District Governing Body covers 80% of the employee's health insurance premium. Dental and vision insurance, as well as dependent health insurance, are available and are fully paid for by the employee.

Holidays and Leave: Paid holidays are in accordance with 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, Parental Leave, and Family and 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 are available on our district website at https://www.frontierdistrict.k-state.edu/. Screening of applications will begin December 4, 2026, and will continue until a suitable applicant has been hired.

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

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