

**Application Procedures
for
Frontier Extension District Office Professional Positions**

- Title: Office Professional
- Application Due: September 23, 2020
Return applications to Dr. Fran Richmond, PO Box 400, Lyndon, KS 66451 or email to frichmon@ksu.edu
- Commitment: Full-time (40 hr./week) position.
- Qualifications: Visit <http://www.frontierdistrict.ksu.edu> to see job descriptions for positions available:

“Financial/Receptionist Office Professional Job Description”
“Communications/Media Office Job Description”
- Benefits of position: Salary range: commensurate with applicant qualifications
Annual Leave - 8 hours/month, starting
Sick Leave - 8 hours/month
Designated paid holidays
Health Reimbursement Arrangement
Dependent Care Reimbursement Account
Potential to participate in KPERS retirement plan
- How to Apply: Complete the “Application for Employment” which can be found at <http://www.frontierdistrict.ksu.edu> or by calling 785 828-4438. You are also encouraged you to submit your resume.

Return application to:
Dr. Fran Richmond
Frontier Extension District Director
128 W. 15th Street
Lyndon, Kansas 66451

The Frontier Extension District # 11 is an Equal Opportunity Provider and Employer. A criminal background check is required.