



Help Wanted

District Office Secretary - Mound City Office

The Marais des Cygnes Extension District is seeking a full-time Office Secretary for our Mound City Office. This staff person presents the first impression of the District Extension Program and K-State Research and Extension while greeting and communicating with the public.

To meet the job requirements one must possess strong organizational skills, show initiative in carrying out the duties of the job, be a team player and enjoy working with and greeting the public. Ability to use Microsoft Office applications, learn the 4-H program management software and having a basic knowledge of the “on line” environment is necessary. Starting wage \$11 per hour with consideration given for job skills and/or previous work experience. Vacation and sick leave plus a retirement plan is available.

An application and a position description are available on our District website www.maraisdescygnnes.ksu.edu under “Hot Topics” section on the home page or by contacting the Marais des Cygnes Extension District Director at 913-294-4306 or by email at dburnett@ksu.edu.

Applications must be returned directly to Diane Burnett, Marais des Cygnes District Director, 104 S. Brayman St., Paola, KS 66071 or dropped off at the Mound City or Paola District office locations by Wednesday, January 17, 2018.

K-State Research and Extension-Marais des Cygnes District is an equal opportunity provider and employer. A criminal background check is required