

POSITION: Office Specialist II
Department of Animal Sciences & Industry
Kansas State University, Manhattan, KS

APPOINTMENT: Full-time, 12 months per year, University Support Staff position.

JOB DESCRIPTION: This position provides administrative support to faculty, program coordinators, staff and students in the many diverse business activities in the Department of Animal Sciences & Industry.

The successful candidate will:

- Maintain and monitor the scholarship and graduate program in the Department of Animal Sciences & Industry.
- Assist with the Legacy Sale and the Horse and Livestock Judging Camps.
- Support faculty, staff and students in both Weber Hall and Call Hall offices.
- Be responsible for helping students with information pertaining to academics and procedures.
- Greet visitors as well as students and staff in person or via phone.
- Answer questions and provide requested information by applying knowledge of policies and procedures for the department and university.
- Operate copy machine.
- Handle and sort mail
- Assist faculty with various projects, such as word processing, preparation of presentations, correspondence and basic accounting entry.
- Send and receive mailings.
- Manage student workers.
- Complete special projects.

REQUIRED QUALIFICATIONS:

- One year experience in general office clerical and administrative support work.
- Education may be substituted for experience as determined relevant by the agency.

PREFERRED QUALIFICATIONS:

- Strong independent work experience with at least two years' office support and clerical experience.

APPLICATION PROCEDURE: Please visit the job announcement at <http://careers.k-state.edu/cw/en-us/job/501734/office-specialist-ii> and complete the PageUp application process, as well as upload a cover letter, resume and contact information for three professional references.

For questions regarding the position, contact Dr. Dave Nichols, Search Committee Chair, Department of Animal Sciences and Industry, Kansas State University, 133 Weber Hall, Manhattan, KS 66506-0201. E-mail: dnichols@ksu.edu. Telephone: 785-532-1239.

APPLICATION DEADLINE: Screening begins July 21, 2017, and will continue until filled.

Must be legally authorized to work in the United States by the hire date.

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Equal Employment Opportunity is the Law.

BACKGROUND SCREENING: In connection with your application for employment, Kansas State University may procure a Background Screen on you as part of the process of considering your candidacy as an employee.