

February 25, 2018
CLASSIFIED AD

Belleville Telescope
Washington & Linn News
Clay Center Dispatch
Miltonvale Record
Glasco Sun
Clyde Republican

} for publication 1X the week of January 29 or February 5

Concordia Blade - For publication 1X each the weeks of January 29 & February 5, 2018

NCK Today – please run ad on the radio and place on the job line.

KR92 – please run ad on radio

John Forshee, District Extension Director
River Valley Extension District #4

Help Wanted - K-State Research & Extension, River Valley District #4 is seeking to hire a full-time Office Professional in our Concordia Office. The District Office Professional presents the first impression of K-State Research and Extension while greeting and communicating with the public. Successful candidates 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 basic office equipment, Microsoft Office products, and knowledge of the “on line” environment is necessary. The hourly wage for this position will be competitive with the local job market and will be based on previous work experience and training or educational course work beyond high school. KSRE and RVED are EEO. Health Insurance and KPERS Retirement are benefits of employment. Application materials and a position description are available at www.rivervalley.ksu.edu or by contacting John Forshee, River Valley District Director, at 785-632-5335, 785-447-1291, or jforshee@ksu.edu. Application materials (cover letter, resume, application, and applicant information profile) must be submitted to John Forshee, River Valley Extension District Director, 322 Grant Avenue, Clay Center, Kansas 67432 or jforshee@ksu.edu by noon in Monday, February 12 or until the position is filled.