



We are hiring!

We are hiring for a Student Office Professional position to join our team this coming school year.

Our program takes pride (no pun intended) in growing student workers in skill and leadership development. This position will not be one that deals solely with shredding documents or stuffing envelopes. The program Student Office Professional will be guided in development in the areas of:

- Social Media Marketing – including, but not limited to, Facebook, Twitter, Instagram, News Releases, Emails, Newsletter Development and Contribution, and Constant Contact.
- Network/Relationship Building – building and maintaining relationships with our communities and program partners: Extension Agents, The Kansas Department of Commerce, The Kansas Masons and the Kansas PRIDE, Inc. Board of Directors.
- Database Monitoring – Keeping us up to date on Community Status
- Cross Generational Mentoring – we believe that the student is also an expert from whom we can learn.
- Other Office Duties – yes sometimes there will be some shredding/envelope stuffing, but it will not take up the bulk of the work with this position.

The Kansas PRIDE Program assists community volunteers across the state in the areas of organization, resource connection, technical assistance and networking. For more information please visit our website

<http://kansasprideprogram.k-state.edu/> or visit us on Facebook

www.facebook.com/KansasPRIDE

This position will work ten hours per week. Student must be enrolled full time at Kansas State University for the fall and spring semesters. Summer 2019 employment may be possible but not guaranteed.

To apply, please email a single file containing your cover letter, resume and 3 references to anrhr@ksu.edu

Pay rate: \$9.00 / per hour

Application deadline: August 31, 2018