



2610 Claflin Road
Manhattan, KS 66502
(785) 532-3302

Kansas Forest Service Student Office Assistant Job Description

Job Title: Student Office Assistant

Department: Kansas Forest Service

Compensation: \$13.00/hr

Status: Part-time

Job Summary:

Provide primary administrative assistance to the Kansas Forest Service Business Manager, administrative staff, all programs and functions in the agency.

Job Responsibilities:

- Answer and direct phone calls to appropriate staff
- Welcome and assist customers
- Place seedling orders and accepting all payment methods
- Process payment vouchers using eForms and processing money deposits
- Complete data entry in Quickbooks and Microsoft Excel
- Filing and organization of office
- Running errands to campus and various locations
- Other tasks as requested

Qualifications:

- Must be a Kansas State University student enrolled in at least 6 credit hours
- Professional, punctual, organized, and accurate
- Effective and consistent verbal and written communication skills