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