

Part-Time SHICK Office Professional Position Description

K-State Research and Extension-Sedgwick County

DEADLINE TO APPLY: Position will remain open until filled.

APPLICATION MATERIALS: To be considered for this position, a [RESUME, COVER LETTER AND 3 REFERENCES ARE REQUIRED](#). Please send to Melissa Schrag, Adult Development and Aging Agent at meliss89@ksu.edu.

Employer and Supervisor: The SHICK (Senior Health Insurance Counseling for Kansas) office professional reports to the Adult Development and Aging agent and county director. The position is contingent on funding from the SHICK grant, which provides compensation.

Location: Sedgwick County Extension Education Center, 7001 W. 21st St. N., Wichita, KS

Position Type: Part-time, 20 hours a week (Monday – Friday, 8:00 a.m. – 12:00 p.m.).

General Responsibilities: The SHICK Office Professional provides administrative support to the SHICK department.

Pay Rate: Starting at \$14.00 an hour, negotiable upon experience. Benefits are **not** provided for this part-time position.

Responsibilities:

- Satisfactorily complete SHICK certification training.
- Attend SHICK Update Training each year.
- Answer phone and emails and speak with walk-ins to the office as needed.
- Provide referrals to appropriate resources.
- Maintain frequent communication with Agent, SHICK Coordinator and Director.
- Types and performs data entry.
- Labeling and updating paper files. Putting files, digital or paper, into their proper locations.
- Help with Health Fairs & other events.
- Present a professional and welcoming impression for SHICK and KSRE Sedgwick County.
- Respond to questions about educational programs, classes, and other activities related to SHICK at the extension office.
- Help prepare for programs including making copies, shopping for supplies, set up, and tear down.
- Proofread and edit written materials.
- Assist with special projects as needed.
- Schedule rooms for events.
- Communicate effectively with all coworkers and clients.
- Other duties as necessary (example: laundering tablecloths after an event, setting up tables, etc.).

Optional:

- Give public presentations.

Knowledge, Skills and Abilities

- Knowledge of Medicare a plus but training will be provided.
- Kindness, patience, and the ability/desire to work with and help Seniors.

Required

- High School Diploma or GED.
- Must complete SHICK certification process within 60 days of hire.
- Detailed oriented and highly organized.

(See next page...)

Part-Time SHICK Office Professional Position Description, cont.

- Proficiency in English, spelling, grammar, and basic mathematic skills.
- Knowledge and operation of office equipment and personal computers.
- Ability to use Microsoft Word, Excel, Office, Publisher and to learn and use other software programs as needed.
- Manages multiple projects and tasks effectively.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to record, file, and retrieve information.
- Ability to keep sensitive information confidential.

This work is primarily sedentary and will be performed at a desk in the office environment. The work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events.

K-State Research and Extension – Sedgwick County is an equal opportunity provider and employer. A criminal background check is required.