

Senior Administrative Specialist

Interior Architecture and Product Design

Job Summary

This position serves as administrative support to the department head, primary point of contact and manages projects and events. Development of press releases, maintaining department's website, and weekly newsletter are additional responsibilities. Must demonstrate ability to make independent judgment, set priorities and have high attention to detail and accuracy. Excellent verbal, written, and graphic communication skills along with interpersonal skills preferred. Knowledge of office practices and computer programs for graphic design, word processing, and spreadsheets needed.

Qualifications

Three years of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.

Application materials will be screen using the following preferred requirements for skills, experience or educational background: Experience in a professional office/business setting, written and graphic communication skills, computer/digital experience, customer service and event planning and management.

Benefits

Health Insurance and Wellness

Leave and Holidays

Retirement Plans

Worker's Compensation

Tuition Assistance

Life Insurance

For additional information refer to the benefits summary
(<http://www.k-state.edu/hr/current-employees/benefits/summary.html>)

Contact Information

Kansas State University
Division of Human Capital Services
employment@ksu.edu or 785-532-6277

How to Apply

Complete KSU application <http://1.usa.gov/1EYHtpf> and email
letter of interest and resume to employment@ksu.edu

Select Kansas State University as the agency
Requisition No. 180741
Closing Date: June 10, 2015 at 5:00pm.
Salary \$15.03-\$16.53/hr

Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Background check required.