About This Role: Kansas Forest Service is hiring a regular, full-time position that provides customer service and administrative support for various programs within KFS, with a primary focus on the Conservation Tree Planting Program. Position will be the primary customer point of contact during the tree sales season, perform standard office operating procedures and applies knowledge of KFS and Kansas State University procedures to provide satisfactory customer service to Kansas Forest Service Staff, tree purchase customers, the general public, and project stakeholders.

Why Join Us: The Kansas Forest Service is the 5th oldest state forestry agency in the country established in 1887 and is housed as an independent agency within K-State Research and Extension. The agency employs 36 full-time employees, and 40+ temporary and student positions, housed in Manhattan, KS and offices throughout the state.

KFS works with a diverse group of partners at local, state, and federal levels to help serve the State of Kansas in pursuit of our mission: “Care of Natural Resources and Service to People Through Forestry.” We pride ourselves in the multi-faceted services we provide the many stakeholders of Kansas.

This position is benefits eligible including health insurance, life insurance, retirement plans, tuition assistance, paid time off (holidays, vacation and sick leave). To learn more, visit: [http://www.k-state.edu/hcs/benefits](http://www.k-state.edu/hcs/benefits)

We Support Diversity and Inclusion: Kansas State University embraces diversity and promotes inclusion in every sector of the institution. The university actively seeks individuals whose commitments and contributions will advance the University's dedication to the [Principles of Community](http://www.k-state.edu/hcs/benefits).

What You’ll Need to Succeed: **Minimum Requirements:**
- One year of relevant experience

**Preferred Qualifications:**
- Associates or Bachelor’s degree in Business Administration
- Ability to communicate frequently and effectively with customers through all means of communication

**Other Requirements:**
- **Applicants must be currently authorized to work in the United States at the time of employment**

How to Apply: Complete the application and submit the following documents:
1. Letter of application
2. Current resume
3. Academic transcripts (if applicable)
4. Name, address, and phone numbers of three (3) professional references

**Screening of Applications Begins:** Screening of applications will begin immediately. For best consideration please apply by: 6/11/21

**Salary Range/ Pay Rate:** $12.88 - $19.33/hr
| **Equal Employment Opportunity:** | Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. |
| **Background Screening Statement:** | In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee. |