

## POSITION ANNOUNCEMENT

- POSITION:** Program Assistant, Arthur Capper Cooperative Center  
Part-time or Full-time, term unclassified position, subject to funding availability and performance review  
The program assistant will work closely with the ACCC managing director.
- DATE AVAILABLE:** December 8, 2014
- LOCATION:** Department of Agricultural Economics, Kansas State University
- RESPONSIBILITIES:** The individual in this position will:
- Collaborate on event planning and coordination for ACCC educational programs aimed at state, regional and national cooperative audiences;
  - Promote, maintain and update online scholarship applications, communicate with scholarship applicants and collect information for the ACCC cooperative scholarship program;
  - Manage, process and monitor the financial transactions and budget for the ACCC financial accounts, including the KSU Foundation accounts
  - Manage financial transactions including invoices, contracts and speaker payments for ACCC educational programs.
  - Use and continuously improve standard operating procedures for the ACCC financial and annual report processes
  - Collaborate with ACCC team to maintain donor, client and donor record keeping databases;
  - Serve as liaison for speakers, scholarship students and registrants for the K-State Symposium on Cooperative Issues and other ACCC educational programs.
  - Draft and revise written promotional materials for the ACCC;
  - Research cooperative topics and speakers on an as needed basis
  - Prepare, create and update reports for ACCC annual report
  - Create an environment that fosters diversity and collegiality while working in a multicultural setting
  - Other related duties as assigned
- QUALIFICATIONS:** Required:
- Bachelor's degree
  - Ability to exercise flexibility, initiative, good judgment, and discretion
  - Ability to multi-task and have good organizational skills
  - Ability to work independently and as part of a team
  - Excellent communication skills (oral and written)
  - Experience using Microsoft Office
- Preferred:
- Database experience (Access)
  - Experience using Quickbooks and preparing reports
  - Adobe Creative Suite experience
  - Experience maintaining websites and social media sites
  - Event planning experience
- SALARY/BENEFITS:** Competitive and commensurate with candidate's ability and experience.
- HOW TO APPLY:** Applicants must submit via email (1) a cover letter; (2) resume or vita; (3) transcripts of all college and university work; and (4) arrange for three references with their contact information to: Mary Winnie, [mwinnie@ksu.edu](mailto:mwinnie@ksu.edu), Kansas State University, Department of Agricultural Economics, 345 Waters Hall, Manhattan, KS 66506-4026. Pdfs are preferred.
- DEADLINE:** Application deadline is December 1, 2014. Incomplete applications will not be reviewed. Questions about this position can be directed to Seleise Barrett, by phone, 785 532-1522, or by e-mail, [sbarrett@ksu.edu](mailto:sbarrett@ksu.edu).

Affirmative Action: 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.

The Arthur Capper Cooperative Center (ACCC) in the K-State Department of Agricultural Economics was established on June 11, 1984 by an agreement between Kansas State University and the Kansas Cooperative Council. Our purpose is to determine, develop and deliver research and education for the cooperative community. The Center's primary goal is to enhance society's understanding of the nature and role of cooperatives. We strive to develop and deliver innovative and integrated research and educational programs that are of direct interest to cooperatives. To do so, we encourage and need an open dialogue between Kansas State University, cooperative leaders in Kansas, and other university and industry contacts across the United States.

For more information on the ACCC, please go to: [www.accc.k-state.edu](http://www.accc.k-state.edu)