

We seek a highly motivated individual to fill the position of Office Specialist II in the Economics Department, to manage the day to day operations of the department. Employee is given considerable latitude and functions independently to a great extent. Incumbent will assist the Graduate and Undergraduate Directors with the daily tasks involving majors in Economics and the departments scholarships. Assist the department head with tasks as needed. Plans and organizes departmental events such as seminars, meetings and the annual awards banquet. Please apply at:

<https://careers.k-state.edu/cw/en-us/job/513737/office-specialist-ii>