K0213125 Part-time temporary position
Administrative Assistant

This position will work 12 to 4 p.m. Monday through Friday each week. This position is responsible for answering the Kansas Historical Society’s main phone and directing calls to the appropriate individual and division. The person will be responsible for greeting and assisting customers as they enter the building. This position will also provide a variety of clerical duties associated with the different divisions within the agency. Some of duties will include working with data bases and accounting systems, working with electronic communications such as Constant Contact, and transcribing important historic documents.

The successful candidate will need to be proficient in data entry and accuracy, be able to take instructions both verbally and in writing, and clearly communicate with customers and staff in person and on the phone. Knowledge of Word and Excel is also preferred.