



About This Role:

This position will play a key role in the development, creation, and overall execution of the K-State Research and Extension (KSRE) website. The successful individual will work closely with the K-State Research and Extension digital media team and report to the KSRE communications and marketing manager.

This is a part-time, temporary position and can be performed either on-site or remotely. The project is expected to last a minimum of 6 months. The successful individual will work approximately 18 hours per week and be available Monday – Friday, between the hours of 8:00am – 5:00pm.

Essential duties include:

- Assist with the organization of content development and development schedule.
- Evaluate and optimize website work processes.
- Copy-edit webpage content received from various sources.
- Communicate with internal stakeholders regarding content development and associated schedule(s) and processes.
- Create content for organizational web pages, including writing and layout.
- Perform maintenance on the website backend.
- Manage complex projects with many moving parts.
- Ability to manage ambiguity and be flexible.
- Ability to work within a team.
- Ability to evaluate and optimize website work processes.

Why Join Us:

This is a unique opportunity to impact how K-State Research and Extension is viewed and accessed using the Web. You will be responsible for creating content in collaboration with the digital media team and ensuring the content is optimized for search-ability.

K-State Research and Extension improves Kansan’s lives, livelihoods, and communities through education, research, engagement, and leadership. With scientists, educators, and volunteers in each of the state’s 105 counties, our professionals strive to make the university’s research and scientific accomplishments accessible and relevant to every household.

We accomplish this through programming and educational resources designed to address the state’s [Grand Challenges](#). We focus on issues such as conserving Kansas’ water and natural resources, advancing agriculture and food systems, developing the state’s future leaders, and helping Kansans thrive through economic, health, and community enriching efforts.

Our work extends beyond Kansas with regional, national, and international organizations to help create positive impacts for millions of people around the world.

To see what benefits are available, please visit: <https://www.k-state.edu/hcs/benefits/overview/entitlements.html>

We Support Diversity and Inclusion:

Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the [Principles of Community](#).

What You'll Need to Succeed:

Minimum Qualifications:

- Bachelor's Degree or educational equivalent as determined relevant by the hiring manager.

Preferred Qualifications:

- Previous professional project management experience, website project management experience preferred.
- Experience using a content management system. Preference for experience using Omni.
- Experience developing, writing, and creating website content.
- Demonstrated organizational skills.
- Collaborative approach to project management and working within a team.
- Demonstrated ability to develop website content for SEO.
- Ability to anticipate and balance the needs of multiple stakeholders, prioritizing multiple duties given from multiple sources.
- Proficiency using Microsoft Office, Teams, and Sharepoint.

Other Requirements:

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

How to Apply:

Please submit the following documents:

1. Letter of interest
2. Resume
3. Names, phone numbers, and email addresses of three professional references

Screening of Applications Begins:

Immediately and continues until position is filled. For best consideration, apply by September 20, 2022.

Anticipated Hiring Salary Range:

\$19.51 – \$22.00/hr

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

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.