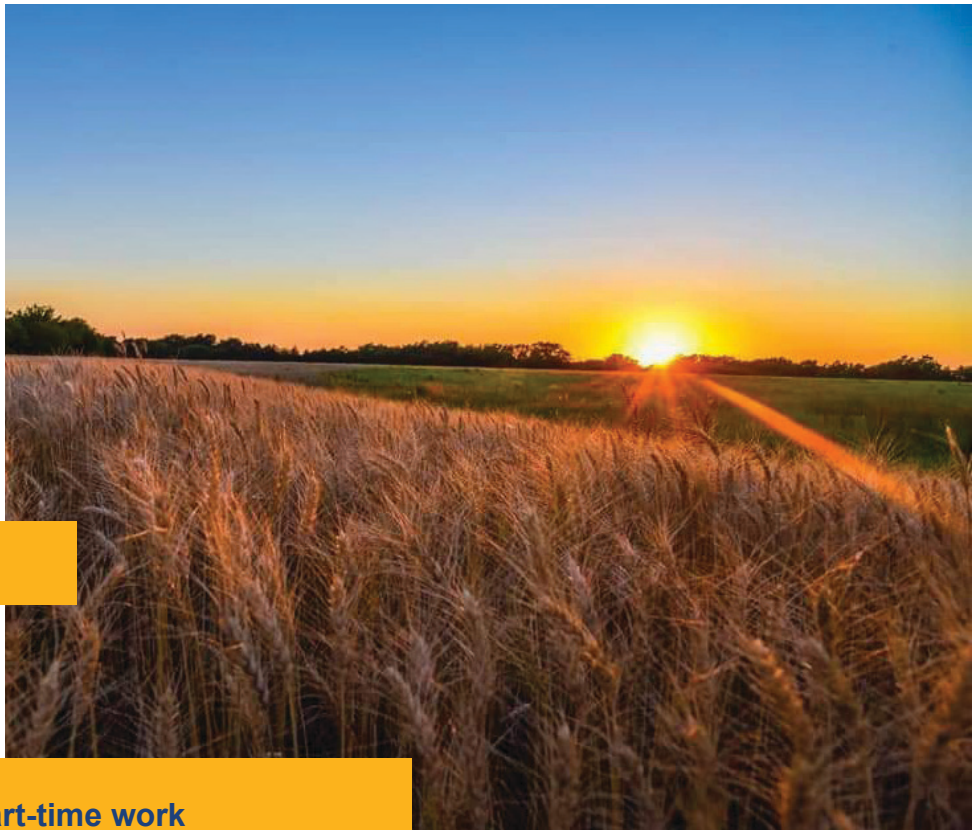




# WE ARE HIRING

*Administrative Assistant*

**GARDEN CITY, KANSAS**



Are you looking for part-time work  
with a flexible schedule?

Are you a student looking for a job that  
works around your schedule?

Join the Kansas Department of Agriculture to earn extra  
money and gain the experience you need!

## JOB DUTIES

What will you be doing in your position? This may vary, but will include tasks like:

- Scanning documents
- Electronically storing documents into the database
- A variety of other duties

*Starting at \$15.03/hour*

## APPLY NOW

Email your resume and cover letter to:  
**KDA.HRSERVICES@ks.gov**

Come be part of the Kansas Department of Agriculture team and help us with our commitment to public service as we serve, promote and grow the state's largest industry — agriculture. Find out more about jobs at the Kansas Department of Agriculture at [agriculture.ks.gov/jobs](http://agriculture.ks.gov/jobs).



Position will be located at:

Kansas Department of Agriculture  
Garden City Field Office  
4532 W. Jones Ave., Suite B  
Garden City, KS 67846  
[agriculture.ks.gov](http://agriculture.ks.gov) | 620-276-2901