**Job Responsibilities:**
- Assist Cowley County Extension Office team with data management of 4-H fair entries using ShoWorks Fair Management Software
- Keep data and workspace organized
- Various fair set-up and preparation tasks, July 5-27
- Availability during Cowley County Fair July 28-August 1 for data entry and management
- Generate fair reports, August 2-5

**Skills Needed:**
- Comfort with technology, specifically Microsoft Excel and Microsoft Word mail merge features
- Attention to detail
- Ability to multi-task and work under time constraints
- Preferred: knowledge and/or past 4-H experience

**Application Process:**
- Submit cover letter detailing interest, skills and availability to Sarah LaGrone, slag11@ksu.edu or deliver to K-State Research and Extension Cowley County Extension, 311 E 9th, Winfield KS 67156.
- Screening of applications will start immediately; applicants should submit cover letter by May 2; screening will continue until the position is filled.
- K-State Research and Extension is an Equal Opportunity Employer of individuals with disabilities and protected veterans.