Job Opening Report

Job Opening Summary

Job Opening ID	222229
Job Posting Title	Educational/Info Rep I
Job Code	8183A6(Educational/Info Rep I)
Position Number	K0247748(Educational/Info Rep I)
Status	005 Draft
Business Unit	SOKBU(State of Kansas BU)
Department	2887113000(Historical Sites)
Company	SOK(State of Kansas)

Job Information

Created By	K0000154248(Mary A Beavers)
Created	07/29/2026
Opening to Fill	L(Limited Number of Openings)
Target Openings	1
Available Openings	1
Establishment ID	SOK(State of Kansas)
Business Unit	SOKBU(State of Kansas BU)
Company	SOK(State of Kansas)
Department	2887113000(Historical Sites)
Status Code	005 (005 Draft)
Status Reason	
Status Date	07/29/2026
Desired Start Date	
Encumb Date	
Projected Fill Date	
Date Authorized	
Referral Program ID	
Recruitment Type	
Area of Consideration	
Recruitment Contact	

Locations

Location Code	Location	Target Openings	Primary
KHANO	Hanover	0	Yes

Positions

Position Number	Description	Primary
K0247748	Educational/Info Rep I	Yes

Job Codes

Job Code	Description	Primary
8183A6	Educational/Info Rep I	Yes

Staffing information

Region	USA
Schedule Type	Part-Time
Regular/Temporary	Temporary
Shift	Not Applicable
Hours	19.00
Work Period	Weekly
Travel Percentage	Never or rarely
Supervisor Level	Non-Manager

Salary information

From Grade	021(CLASSIFIED GRADE 021)
From Step	
To Grade	
To Step	
Salary Range from	29307.200000
Salary Range To	55224.000000
Pay Frequency	Year
Currency	US Dollar

Skills Questions	
Question	**Description**
1006	*Over Age 18
1011	*Authorized to work in US
1029	*Additional Experiences
1008	*Have you previously retired
1010	*Applicants check email
1004	*Former or Current EEs
1007	*Known by Other Name
1041	Vet or Disability Preference

Job Postings			
Description	**Posting Type**	**Post Date**	**Remove Date**
Internet	External Posting	07/29/2026	

Job Posting Descriptions

Visible External
Description Type Job Posting

Description

AD ASTRA PER ASPERA
Kansas

Important Recruitment Information for this vacancy

Job Posting closes: Open Until Filled

Required documents uploaded by: Open Until Filled

Agency Information: Kansas State Historical Society, Seasonal Site Co-Administrator, Hollenberg Pony Express Station, Hanover, KS

About the Position

Who can apply: Anyone qualified

Classified/Unclassified Service: Classified

Full-Time/Part-Time: Part Time

Regular/Temporary: Temporary

Work Schedule: Up to 20 hrs./Week

Eligible to Receive Benefits: No

Veterans' Preference Eligible: Yes

Search Keywords:

Compensation: $15.18

** Salary can vary depending upon education, experience, or qualifications.*

Employment Benefits

Comprehensive medical, mental, dental, vision, and additional coverage

Sick & Vacation leave

Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave

Paid State Holidays (designated by the Governor annually)

Fitness Centers in select locations

Employee discounts with the STAR Program

Retirement and deferred compensation programs

Visit the Employee Benefits page for more information…

Position Summary & Responsibilities

Position Summary: The Site Co-Administrator performs specialized work directing the operations of a state historic site. Work involves managing the operations of a state historic site by developing and conducting programs; providing information to the public; conducting primary and secondary research on the site; serving as a liaison in the community; supervising support staff and volunteers; identifying the need for preservation treatment for historic objects and structures and maintaining site property and grounds. Work also includes participating in short and long-range planning and promoting community involvement in site activities. This position is seasonal, mid-April to mid-October, 20 hours/week

1 up to.

Job Responsibilities may include but are not limited to the following: Position Description Link to be posted soon

Qualifications

- **Education:**

Licensing & Certification:

Minimum Qualifications: Six months of experience in developing and delivering informational or educational presentations. Education may be substituted for experience as determined relevant by the agency.

Preferred Qualifications:

Post-Offer, Pre-employment Requirements:

Recruiter Contact Information

Name: Fred Goss

Email: Fred.Goss@ks.gov

Phone: 785/272-8681 ext. 210

Mailing Address: Kansas Historical Society, 6425 SW 6th Ave., Topeka, KS 66615-1099

Job Application Process

First Sign in or register as a New User.

Complete or update your contact information on the Careers> My Contact Information page. *This information is included on all your job applications.

Upload required documents listed below for the Careers> My Job Applications page. *This information is included on all your job applications.

Start your draft job application, upload other required documents, and Submit when it is complete.

Manage your draft and submitted applications on the Careers> My Job Applications page.

Check your email and My Job Notifications for written communications from the Recruiter.

Email – sent to the Preferred email on the My Contact Information page

Notifications – view the Careers> My Job Notifications page

Helpful Resources at *jobs.ks.gov: "How to Apply for a Job – Instructions" and "How to Search for a Job – Instructions"*

Required Documents for this Application to be Complete

Upload these on the Careers - My Job Applications page

Transcripts

DD214 (if you are claiming Veteran's Preference)

Upload these on the Attachments step in your Job Application

Helpful Resources at jobs.ks.gov: "How, What, & Where do I Upload Documents"

Kansas Tax Clearance Certificate: A valid Kansas Tax Clearance Certificate is a condition of employment for all employees of the State of Kansas. Applicants (including non-residents) who receive a formal job offer for a State job, are required to obtain a valid Tax Clearance within ten (10) days of the job offer. A Tax Clearance can be obtained through the Kansas Department of Revenue who reviews individual accounts for compliance with Kansas Tax Law.

If you have a missing tax return(s) or you owe taxes to the State of Kansas, please know that the Kansas Department of Revenue will work with you. The Kansas Department of Revenue can set you up on a payment plan to receive a Tax Clearance so you can get a job working for the State of Kansas. The Kansas Department of Revenue can be contacted at 785-296-3199. Kansas Department of Revenue - Tax Clearance Frequently Asked Questions

How to Claim Veterans Preference

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager.

Learn more about claiming Veteran's Preference

How to Claim Disability Hiring Preference

Applicants that have physical, cognitive and/or mental disabilities may claim an employment preference when applying for positions. If they are qualified to meet the performance standards of the position, with or without a reasonable accommodation, they will receive an interview for the position. The preference does not guarantee an

applicant the job, as positions are filled with the best qualified candidate as determined by the hiring manager.

Learn more about claiming Disability Hiring Preference

PLEASE NOTE: The documentation verifying a person's eligibility for use of this preference should ***not*** be sent along with other application materials to the hiring agency but should be sent directly to OPS. These documents should be scanned and emailed to Gustavo.Victoriano@ks.gov, or can be mailed/delivered in person to:

ATTN: Disability Hiring Preference Coordinator
Office of Personnel Services
Docking State Office Building
915 SW Harrison Ave, Suite 260
Topeka, KS 66612

Equal Employment Opportunity

The State of Kansas is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation,

gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.

Job History			
Date	**Subject**	**Reason**	**Edited By**
07/29/2026	005 Draft		Mary A Beavers