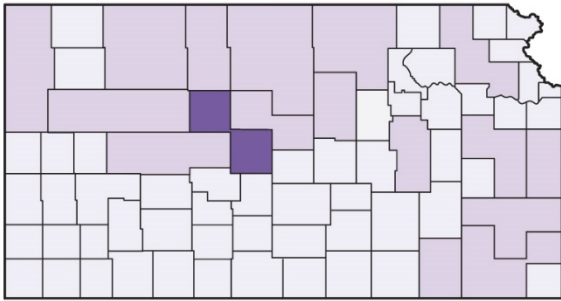


# Position Announcement



Cottonwood District is composed of Barton and Ellis Counties and has offices in Great Bend and Hays. The district has a combined population of 55,668. A local attraction is the Kansas Wetlands Education Center, managed by Fort Hays State University and the Kansas Department of Wildlife and Parks which is located northeast of Great Bend. Cheyenne Bottoms is a 41,000- acre wetland complex that is an important stopover for migrating birds along the Central Flyway. Hays is home to Fort Hays State University, a Kansas Board of Regents Institution, and Barton Community College is located in Great Bend. The district is served by seven extension agents and two office professionals.

**TITLE:** Extension Agent

**PRIMARY AREA OF RESPONSIBILITY:** Family and Community Wellness

**LOCATION:** Offices in Great Bend and Hays. Primary office location for this position is in Hays.

**APPLICATION DATE:** Applications will be accepted through December 14, 2018. Interviews will be conducted on January 24, 2019. In case of inclement weather, the alternate interview date is January 29, 2019.

## Responsibilities:

Extension agents are professional educators who serve as a link between Kansas State University and communities across Kansas. Agents are administratively responsible to the Director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

1. Provide primary leadership for the development and implementation of research-based programming to build healthy, sustainable communities, families and individuals. Programming will be conducted with volunteers, other community vitality and family and consumer sciences professionals at the local, regional and state area level extension faculty. Programming may include but is not limited to: strengthening families and individuals, building community capacity, family and community health and wellness, and local volunteer development.
2. Provide support for 4-H youth development programming related to family and community wellness.
3. Programming will include these steps:
  - a) Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (water, community vitality, health, developing tomorrow's leaders and global food systems) by engaging with program development committees and other community organizations and professionals.
  - b) Design appropriate educational strategies to engage clientele. These strategies might include delivering educational programming in a community-based setting, coordinating events and activities that provide experiential learning opportunities, using innovative technologies, providing individual educational consultations and facilitating groups seeking similar educational outcomes. Some overnight travel and evening and weekend work will be required.
  - c) Develop and implement strategies to expand the reach of educational programming to under-served audiences and to make certain K-State Research and Extension is an equal opportunity provider of educational programming.
  - d) Collect and communicate evidence of educational program impact.
  - e) Develop specialized knowledge and skills by engaging as a member of a Program Focus Team.
4. Secure external funding such as grants, gifts and cost recovery to supplement local tax revenue to support and expand educational programming.
5. Serve as a member of the Cottonwood District team cooperating in the planning and delivery of district-wide programming and related events.



## QUALIFICATIONS

### Required:

- Bachelor's degree.
- Academic coursework and/or professional development and professional employment related to the position responsibilities.
- Evidence of strong academic and/or professional performance as documented by college transcripts, acceptance into a graduate program or documented success in increasingly responsible professional positions.
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
- Leadership skills as evidenced by working with individuals, groups and co-workers.
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

### Preferred:

- Master's Degree.
- Experience working with adults and youth from various ethnic and socio-economic backgrounds.
- Commitment to personal professional development.
- Ability to utilize electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimum supervision, balancing multiple projects.
- Ability to design, promote, implement and evaluate educational programs.
- Skills in group facilitation.
- Knowledge of adult and youth teaching/learning processes.
- Experience in seeking and administering external grant funding.

### Other:

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

## SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT

1. Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board and the applicant. The base starting salary is \$41,500 for a BS degree with no professional experience and \$45,500 for a MS degree with no professional experience.
2. Extension agents are Kansas State University educators and have the Board of Regents retirement plan, health and life insurance and vacation and sick leave. Depending on the date of hire there is a minimum of 30-day waiting period for health insurance. For a complete list of benefits see: <http://www.k-state.edu/hcs/benefits/overview/>
3. Reimbursement for travel related to achieving program objectives.
4. New agents are provided approximately 15 days of new agent professional development on the K-State campus during the first six to nine months. These 15 days are spread out in four different weeks. In addition, new agents spend at least three weeks with a mentor agent during the first year.

## APPLICATION PROCEDURE

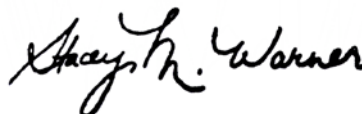
Submit application using the Kansas State University job application site: <http://careers.k-state.edu/cw/en-us/job/505155/cottonwood-district-family-and-community-wellness-extension-agent>

For more information about the position, contact Stacey Warner, Leader, Ext Operations, 785-532-5790, or [swarner@ksu.edu](mailto:swarner@ksu.edu).

To hear personal accounts from Extension Agents, preview videos at [www.ksre.k-state.edu/jobs](http://www.ksre.k-state.edu/jobs).

For more information about K-State Research and Extension, visit [www.ksre.k-state.edu](http://www.ksre.k-state.edu).

**EQUAL EMPLOYMENT OPPORTUNITY:** Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.



Stacey M. Warner  
Leader, Extension Operations

11/19/2018  
Position #18-35

