



## ABOUT THIS ROLE

### Title

Extension Agent.

### Primary responsibility

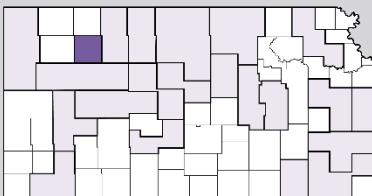
County Extension Director, community vitality and family and consumer sciences programming.

### Search Timeline

Will remain open until filled.

### Location

Office located in Hoxie, KS.



Sheridan County is in northwest Kansas. The county is comprised of Angelus, Hoxie, Seguin, Selden, and Studley. Hoxie is the county seat and home to the Sheridan County Extension office.

A team of one extension agent and one office professional will serve the county's nearly 2,500 residents.

This agent will lead the Sheridan County 4-H program, which has three community clubs with approximately 60 members. They will also support the health and wellbeing of county residents and promote community vitality efforts.

# Sheridan County Extension Director

**Lead dynamic extension programs in Sheridan County, KS.**

Apply for [K-State Careers search #520954](#). Learn more at [ksre.k-state.edu/about/careers](http://ksre.k-state.edu/about/careers).

## POSITION DESCRIPTION AND RESPONSIBILITIES

Extension agents are professional educators, community connectors and innovators who serve as a link between Kansas State University and communities across Kansas. Agents (including county directors) are jointly responsible to the director of K-State Extension (represented by a designated administrator) and the local extension board.

- Collaborate with local unit staff, board members, and others (as appropriate) to provide leadership for the following activities:
  - Developing the annual budget, securing extramural funds, submitting appropriate financial reports, and reviewing audits.
  - Handling legal responsibilities of the local extension unit as directed in extension law.
  - Supervising, coaching, and evaluating local unit staff.
  - Planning for office space, equipment, and technology.
  - Working with the Extension Board; local stakeholders; area and state extension faculty; and others to develop comprehensive programming to address local issues.
  - Developing and maintaining strong relationships with county commissioners and other key decision-makers in the county.
- Lead the development, implementation and evaluation of research-based educational programming to help our community become a better place to live, work, and play. This will be accomplished by engaging extension specialists, volunteers, and community partners in a comprehensive process to strengthen the social, civic, economic, and technological capacity of our communities.
- Provide research-based educational programming related to family and consumer sciences. Programming may include but is not limited to: family life, nutrition, food safety, parenting, communication, financial management, leadership, and health.
- Implement 4-H youth development programs for school-aged youth in cooperation with local community members and extension colleagues. The primary focus of this position is youth development, along with adult volunteer development; youth education; membership growth and participation; and community partnership expansion. Programming will include but is not limited to: community club support, out-of-school programs, school enrichment, volunteer management, and outreach to create program opportunities with new and existing community partners.
- Successful extension programs require agents to:
  - Identify local needs and emerging issues related to K-State Research and Extension's five critical issues (water and natural resources; community vitality; health; developing tomorrow's leaders; and global food systems) by engaging with program development committees and other community organizations and professionals.
  - Design appropriate educational strategies to respond to emerging needs and engage clientele by aligning with the imperatives of the [K-State Next-Gen Strategic Plan](#). Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
  - Collaborate with local partners to meet community and programmatic needs.
  - Recruit and manage volunteers to further the reach and impact of extension programming.
  - Develop and implement strategies to serve all community audiences.
  - Collect and communicate evidence of educational program impact.
  - Cultivate subject matter expertise by engaging as a member of a Program Focus Team.
- Pursue internal and external funding to support educational programming.

## MINIMUM QUALIFICATIONS

### Education and experience:

- Bachelor's degree.
- At least 12 credit hours of academic coursework or six months of professional experience related directly to the primary programming responsibilities.
- Demonstrated academic and/or professional achievement (minimum cumulative GPA of 2.75 on a 4.0 scale or evidence of progressively responsible professional roles).
- Experience delivering information, training, or education to groups or individuals, either in person or through media.
- Leadership experience in supervisory or informal roles.

### Licenses and certifications:

- Must have access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

### Additional expectations:

- This role will require the ability to work with people from various backgrounds and a commitment to supporting and enhancing K-State's initiative for access and opportunity.
- Extension agents work a flexible schedule which will include nights, weekends, and overnight travel.

### Sponsorship eligibility:

- Candidates must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.

## PREFERRED QUALIFICATIONS

### Education and experience:

- Two or more years of professional experience.
- Master's degree.
- Previous supervisory experience.
- Experience managing fiscal responsibilities, including budget development, financial oversight, and securing extramural funds.
- Education or experience in family and consumer sciences.
- Experience working with youth across multiple age groups in both formal and informal settings.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funding.

### Skills and attributes:

- Commitment to personal and professional development.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Skills in group facilitation.
- Ability to communicate effectively with both English and Spanish-speaking learners.

## Salary, Benefits, And Professional Development:

- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board, and the applicant.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan; eligibility for health and life insurance; and earn vacation and sick leave. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents will be provided with comprehensive Early Career Professional Development training throughout their onboarding period. This series will include virtual and in-person training and networking opportunities.
- Tuition assistance is available to full-time employees and their spouse/dependents.

## Learn More About Working With K-State Extension:

- Visit the [K-State Research and Extension website](#) or contact Jennifer Wilson via email ([jrwilson@ksu.edu](mailto:jrwilson@ksu.edu)) or phone (785-532-5790).

## 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:

Upon acceptance of a contingent offer of employment, candidates will be subject to a background check per [K-State's background check policy](#).