

**Job Description**  
**Extension Agent – K-State Research and Extension**

**Legislative Authority:**

Kansas County and District Extension Laws state that local extension programs are established for the sole purpose of giving instruction in agriculture, marketing, family and consumer sciences, 4-H youth development, and community development and that Extension agents are employed to carry out such instruction.

**Purpose of Position:**

K-State Research and Extension is a community-based education unit serving Kansans by engaging residents with the research, educational and technological resources of Kansas State University. As K-State faculty, extension agents are professional educators who provide a link between the university and communities across Kansas. They lead their clientele to increased knowledge and understanding and to better decision-making through pro-active and intentional instructional methods.

Agents are administratively responsible to the Director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

**Job Responsibilities:**

**As a professional educator the agent will:**

1. Provide leadership for educational programming related to (families and community systems that serve families) OR (school aged children) OR (agriculture and natural resources OR horticulture OR community vitality. (80% of time)

(Expand here with a brief description of the current programming topics in each of the above specialties).

Develop and implement a comprehensive, pro-active educational program including 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. Where there is alignment, develop focused Action Plans which outline educational outcomes, outputs and inputs.

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.

- 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 evidence of educational program impact. Work with the office team to develop and implement a communication plan to demonstrate the public value and the impact of educational programming to both internal and external audiences.
  - e) Develop specialized knowledge and skills by engaging as a member of a Program Focus Team and implementing an annual Professional Development Plan. The plan will include both subject matter and core competencies.
2. Administer KSRE's comprehensive volunteer management process for recruiting, screening, orienting, and educating volunteer leaders to expand the reach of the local educational program. (10%)
  3. Secure external funding such as grants, gifts and cost recovery to supplement local tax revenue to support and expand educational programming. (10%)
  4. May periodically be requested to serve on organizational task forces or committees or as a mentor.
  5. May periodically be assigned to serve as the local unit director providing administrative oversight for the fiscal operations, coordination of personnel, development, delivery and reporting of program impact and other administrative functions assigned by the director's representative and the extension board.

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