



Provide leadership for dynamic Extension programs for Twin Creeks District Extension.

Apply online using our [application site](#). For more information visit ksre.ksu.edu/jobs.

POSITION DESCRIPTION AND 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.

- The Twin Creeks District Director will serve as the administrative leader of the district's extension programming giving leadership to budget and fiscal operations, personnel management of local staff and overall program development and delivery. This position will also have programming responsibilities for community vitality and will provide support for local 4-H youth development programming.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play. Programming will strengthen social, civic, economic, and technological capacity of communities through leadership development and civic engagement.
- Share responsibility for the 4-H youth development programming related to Community Vitality.
- Programming will include these steps:
 - 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.
 - 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.
 - 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.
 - Collect and communicate evidence of educational program impact.
 - Develop specialized knowledge and skills by engaging as a member of a Program Focus Team.
- Secure external funding such as grants, gifts, and cost recovery to supplement local tax revenue to support and expand educational programming.
- Serve as a member of the Twin Creeks District team cooperating in the planning and delivery of district-wide programming and related events.

TITLE:

Extension Local Unit Director

PRIMARY AREA OF RESPONSIBILITY:

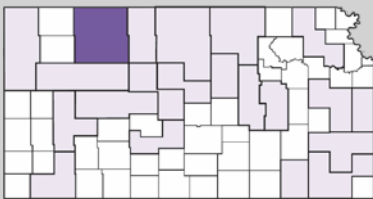
Extension District Director,
Community Vitality programming

APPLICATION DEADLINE:

Wednesday, December 01, 2021
Interviews held on January 10, 2022

LOCATION:

Offices Located in Hill City, Hoxie,
Norton, and Oberlin, KS.
Primary office located in Hoxie, KS.



The Twin Creeks Extension District is comprised of Decatur, Graham, Norton, and Sheridan Counties in northwest Kansas. The District currently employs six agents, four office professionals, and two 4-H program assistants. The District has a combined population of about 13,000 based in 22 rural communities.

MINIMUM QUALIFICATIONS

- 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.
- Experience managing fiscal responsibilities, including budget development, financial oversight, and securing of extramural funds.

PREFERRED QUALIFICATIONS

- 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 a minimum of 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.
- Ability to communicate effectively with both English and Spanish learners.

OTHER QUALIFICATIONS

- **Applicants must be currently authorized to work in the United States at the time of employment.**
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.
- All K-State employees must be fully vaccinated against COVID-19 (unless granted an exemption by the university) by December 8, 2021, or their first day of employment, whichever is later, pursuant to the federal executive order for federal contractors. To learn more about this requirement and potential exemptions, please visit [K-State's COVID-19 website](#).

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. The base starting salary is \$43,000 for a BS degree with no professional experience and \$47,000 for a MS degree with no professional experience.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan, health and life insurance and vacation and sick leave. There is a 30-day waiting period for health insurance. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents are provided approximately 15 days of new agent professional development on the K-State campus or online during their 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.
- Tuition assistance is available to full-time employees and their spouse/dependents.

LEARN MORE ABOUT WORKING WITH K-STATE RESEARCH AND EXTENSION:

- Hear [personal accounts](#) from Extension Agents.
- Visit the [K-State Research and Extension](#) website.
- Contact Jennifer Wilson, Leader of Extension Operations via email (jrwilson@ksu.edu) or phone ([785-532-5790](tel:785-532-5790)) with questions about this position.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of Kansas State University not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, sexual orientation, gender identity, national origin, or because he or she is an individual with a disability or disabled or protected veterans. It is also the policy of Kansas State University to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment. Furthermore, the company will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.