Extension Local Unit Director

PRIMARY AREA OF RESPONSIBILITY:
Extension District Director, Community Vitality programming

APPLICATION DEADLINE:
Tuesday, November 15, 2022
Interviews held on December 5, 2022

LOCATION:
Primary office is negotiable between Great Bend and Hays, KS.

Cottonwood District is comprised of Barton and Ellis Counties. A staff of seven extension agents and several support team members serve this district’s combined population of 54,956. The district is home to Fort Hays State University and Barton Community College. This part of the state is noted for its oil production, as well as manufacturing and diversified farming and livestock operations. Besides the larger towns of Hays and Great Bend, our district is home to a dozen smaller but vibrant and friendly communities. The Cottonwood District has an exciting future with opportunities to become engaged in community partnerships. Come and make a difference alongside us!
MINIMUM QUALIFICATIONS

- Bachelor’s degree.
- Academic coursework, professional development, or prior employment related to the position responsibilities.
- Evidence of strong academic and/or professional performance, as documented by college transcripts or documented success in increasingly responsible professional positions.
- Demonstrated experience leading a team of professionals toward individual and group goals.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
- Experience managing fiscal responsibilities, including budget development, financial oversight, and securing of extramural funds.
- Familiarity with various ethnic and socio-economic audiences; an interest in working with people from diverse backgrounds; and a commitment to supporting and enhancing K-State Research and Extension’s initiative for diversity, equity, and inclusion.
- Ability to work a flexible schedule which will include some nights, weekends, and overnight travel.

PREFERRED QUALIFICATIONS

- Master’s degree.
- 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.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Skills in group facilitation.
- Knowledge of adult and youth teaching/learning processes.
- Ability to communicate effectively with both English and Spanish-speaking 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.

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 bachelor’s degree with no professional experience and $47,000 for a master’s degree with no professional experience.
- 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 RESEARCH AND EXTENSION:

- 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) with questions about this position.

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:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.

Released on 10/18/2022 by K-State Research and Extension Operations
Position #22-56