About This Role: The Extension Nutrition Program, within K-State Research and Extension, is currently seeking two part-time student Extension Nutrition Assistants. The Extension Nutrition Assistant will provide nutrition education to low-income families with young children and youth as part of the goals and objectives of the Expanded Food and Nutrition Education Program (EFNEP). This position provides nutrition education to enrolled families and youth on a daily basis and tailors the content to suit the needs of each client. The position requires strong interpersonal skills in order to effectively recruit and retain program participants and develop collaborative partnerships with community agencies. The Extension Nutrition Assistant reports to the Shawnee County EFNEP Extension Agent.

Duties include, but are not limited to:
- Administer the 24-hour food recall and food-physical activity questionnaire to newly enrolled families and youth in order to assess dietary behavior and needs
- Plan appropriate learning experiences for enrolled EFNEP families based on approved curriculum and current guidance in order to improve food, nutrition and physical activity knowledge and behaviors
- Submit accurate and timely records and reports on a daily/weekly basis in order to track program activities and participant progress
- Make contact and maintain collaborative relationships with other agencies in order to recruit clients and expand the program
- Participate in staff meetings, workshops and seminars in order to improve nutrition knowledge, teaching methodology and record keeping skills

This appointment is a limited-term position for the summer of 2022.

This is a part-time, student position that is not benefits eligible. The selected candidates will be expected to work approximately 30 hours per week.

Location: This position will serve the Shawnee County area. Primary office location will be in Topeka. Regular travel to various sites within Shawnee County is required.
Why Join Us: The Expanded Food and Nutrition Education Program is a nutrition education program provided at no cost to Kansas families and caregivers of young children with limited resources. EFNEP uses education to support participants’ efforts toward self-sufficiency, nutritional health and well-being. The U.S. Department of Agriculture (USDA) and National Institute of Food and Agriculture (NIFA) administers EFNEP through land-grant universities’ cooperative extension programs. For more information, visit the USDA’s EFNEP website.

We Support Diversity and Inclusion: Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the Principles of Community.

What You’ll Need to Succeed: Minimum Requirements:
• Currently pursuing a post-secondary degree at a college, university, or technical school.
• Students must (a) be enrolled in at least one credit hour for the summer session, (b) have been enrolled in six credit hours the preceding spring semester, or (c) be pre-enrolled in at least six credit hours in the upcoming fall semester.

Preferred Qualifications:
• Pursuing a degree in Human Nutrition, Family and Consumer Sciences, Public Health or a closely related field
• Knowledge, experience, or interest in working with economically disadvantaged populations
• Strong interpersonal skills
• Strong written and verbal communication skills
• Knowledge of basic principles of food preparation, nutrition and food safety
• Knowledge, experience, or interest in planning and preparing nutritious meals
• Experience inputting data and keeping records
• Ability to communicate effectively with both English and Spanish-speaking learners.

Other Requirements:
• Applicants must be currently authorized to work in the United States at the time of employment
• At least 18 years old
• Valid driver’s license, reliable transportation and proof of vehicle insurance

How to Apply: Apply using our online application or visit ksre.ksu.edu/jobs for more information.

Be prepared to submit:
1. Your resume
2. Contact information (phone number & email) for two references

Screening of Applications Begins: Screening will begin immediately and continue until the position is filled.

For more information, please contact Lisa Martin at ljmartin@ksu.edu.
Anticipated Hiring Salary Range: $13.50 - $15.50/hour

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.

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.