

The Marais des Cygnes District is comprised of Linn and Miami counties on the eastern border of Kansas. The total population of the district is approximately 42,300. The district staff includes five extension agents, a nutrition program assistant, two nutrition assistants, a 4-H program assistant, and three office professionals. The district's two offices are located in Paola, a quickly growing suburb of the Kansas City area and Mound City, a rural community along Highway 52, five miles west of Highway 69.

**TITLE:** Extension Agent

**PRIMARY RESPONSIBILITY:** Family Resource Management and Adult Development and Aging

**LOCATION:** Offices in Mound City and Paola. Primary location for this position is Paola, Kansas.

**APPLICATION DATE:** Screening of applications will begin April 30, 2018 and continue until the position is filled. This position is available on or after April 30, 2018. The starting date is negotiable.

**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.

1. Provide primary leadership for the development, dissemination and implementation of research-based educational programs related to family resource management and adult development. Programming will include but is not limited to: health insurance choices and management, financial planning, budgeting and record keeping, consumer credit, taxpayer education, successful aging, family care giving and other adult development and aging topics.
2. Provide support for 4-H development programming related to family and consumer sciences and volunteer development.
3. Share responsibility for community vitality educational programming that addresses community functions of leadership, government, health, economy, ecosystems and social well-being.
4. Programming will include 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.
  - 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. Some overnight travel, evening and weekend work will be required.
  - 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.
  - e) Develop specialized knowledge and skills by engaging as a member of a Program Focus Team.
5. Secure external funding such as grants, gifts and cost recovery to supplement local tax revenue to support and expand educational programming.
6. Serve as a member of the Marais des Cygnes District team cooperating in the planning and delivery of district-wide programming and related events.



## QUALIFICATIONS

### Required:

- Bachelor's degree with knowledge of adult development and/or personal finance as evidenced by academic courses, professional development and/or professional experience.
- 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.
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

### Preferred:

- 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.
- Experience in seeking and administering external grant funding.

## SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT

1. Salary commensurate with professional experience and available funding as negotiated by the area extension director, the local extension board and the applicant. The base starting salary is \$39,000 for a BS degree with no professional experience and \$42,000 for a MS degree with no professional experience.
2. Extension agents are Kansas State University educators and have the Board of Regents retirement plan, health and life insurance and vacation and sick leave. Depending on the date of hire there is a minimum of 30-day waiting period for health insurance. For a complete list of benefits see: <http://www.k-state.edu/hcs/benefits/overview/>
3. Reimbursement for travel related to achieving program objectives.
4. New agents are provided approximately 15 days of new agent professional development on the K-State campus during the 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.

## APPLICATION PROCEDURE

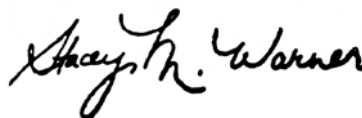
Submit application using the Kansas State University job application site: <http://careers.k-state.edu/cw/en-us/job/503056/marais-des-cygnis-family-resource-management-and-adult-development-and-aging-extension-agent>

For more information about the position, contact Stacey Warner, Leader, Ext Operations, 785-532-5790, or [swarner@ksu.edu](mailto:swarner@ksu.edu).

To hear personal accounts from Extension Agents, preview videos at [www.ksre.k-state.edu/jobs](http://www.ksre.k-state.edu/jobs).

For more information about K-State Research and Extension, visit: [www.ksre.k-state.edu](http://www.ksre.k-state.edu).

**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.



**Stacey M. Warner**  
Leader, Extension Operations

3/30/2018  
Position #18-03

