A small cohort (5-7) of coaches, representative of regions and program areas, will be selected through an application process to serve in a coaching, mentoring and advising role for new local unit staff. The position will come with an annual additional pay stipend of $2000. The coaching team will take on mentoring responsibilities for all new agents, eliminating the traditional formal mentoring program that has been in place for many years. Coaching team members will work with new agents both one on one, in group settings and by networking the new agents to other colleagues who can aid in their training and development.

**Purpose:**

KSRE new professional coaches provide a professional, educational, and personal support system for new extension professional. This program will provide a formalized relationship where the new employee will:

- Learn about the importance of their role to the K-State Research and Extension system and the citizens of Kansas.
- Build relationships with a group of trusted advisors so that they may be exposed to the culture, expectations, and functions of K-State Research and Extension.
- Develop as an extension professional with the support and guidance of a coaching team, their local unit and/or regional director and colleagues.

**Duties will include:**

- Monitor agents’ progress and provide feedback on Canvas Course assignments. Guide agents through assignments such as: Keys to My Success, My Specialists Contacts, Risk Management
- Demonstrate and facilitate opportunities to learn self-management skills such as time management, supervision, communication, work/life balance, and other technical skills.
- Serve as a role model to demonstrate successful professional behaviors.
- Assist the new agents in networking and developing a network of professional contacts.
- Facilitate new agent monthly Zoom sessions, in collaboration with Extension Operations Leader and Associate Program Leader.
- Introduce new agents to professional associations.
- Link new agents to appropriate subject matter learning opportunities.
- Must participate in 10-12 hours of mentorship/coaching training.

**Qualifications:**

- Commitment to the mission of extension and loyalty to KSRE;
- Solid understanding of the land-grant philosophy and extension mission;
- Demonstrated and effective skills in program development, community and stakeholder engagement, marketing and program evaluation and reporting;
- Knowledge of and adherence to policies and procedures of KSRE, Kansas State University and local unit operations;
- Credibility among peers and others in the system;
- Minimum of three years of KSRE local unit extension experience, and
- Ability to fulfill a two-year commitment to serve on the mentor leader team. (October-September)
Desired Characteristics of a New Professional Coach:

- Team player
- Positive attitude
- Self-confident and well-skilled in their role
- Trustworthy and ethical
- Respected by peers and shows respect for others
- Listens and communicates effectively
- Patient and caring
- Recognizes and encourages excellence
- Appreciates and encourages diversity
- Flexible and receptive to new ideas and innovative approaches to extension work

Benefits to New Professional Coach:

- Opportunity to develop coaching and leadership skills.
- Ability to share knowledge and skills with new extension professionals.
- Opportunity to develop and hone specific skill sets that are essential to being a good manager.
- Opportunity to sharpen personal core competencies important to extension work.
- Opportunity to provide a positive impact on the strength of the KSRE system.
- Ability to impact the growth and development of new KSRE professionals and enhance the longevity of agents within the KSRE system.

Time Commitment: Approximately .1 FTE (averaging 4 hours per week)

Compensation: $2000 per year ad-pay, renewable through an application process for up to four years based on satisfactory performance.

Oversight: The new professional coaching team will report to the regional director team and new staff professional development coordinators.

To apply, complete the application and return to Jennifer Wilson at jwilson@ksu.edu.