**About This Role:**
The Regional Local Unit Extension Director works with local unit boards and agents in Eastern Kansas. The Regional Local Unit Extension Director serves as the designated representative for the Director of K-State Research and Extension for Eastern Kansas local extension unit programs, personnel, and budgets.

**Primary Area of Responsibility:**
Provide administrative Leadership to local units in Eastern Kansas District:
- Atchison County
- Brown County
- Cherokee County
- Coffey County
- Doniphan County
- Douglas County
- Frontier District
- Greenwood County
- Johnson County
- Leavenworth County
- Lyon County
- Marais des Cygnes District
- Marshall County
- Meadowlark District
- Pottawatomie County
- Riley County
- Rolling Prairie District
- Shawnee County
- Southwind District
- Wabaunsee County
- Wildcat District
- Wyandotte County

**Location:**
Eastern Kansas

**Duties/Responsibilities:**
The person in this position provides overall administrative leadership for program, personnel, and budget, working with local units in the northwest and northcentral Kansas. Specific responsibilities include:

- As a representative of the Director, and in cooperation with local extension boards and county commissions, developing budgets and ensuring compliance with Kansas Extension Council and District laws.

- Developing close working relationships with elected extension boards in the hiring, supervising, evaluating, and supporting of extension faculty and staff at the local level.

- Providing leadership to the planning, development, implementation, assessment, and evaluation of extension educational programming through the processes established across the system.

- Supporting professional development and personal growth of the faculty and staff in the delivery of high quality, relevant, and efficient extension educational programming.

- Providing leadership in the development of Extension Districts and other forms of agreements that enhance cooperation and strengthen the delivery of educational programming across county lines.

- Participating as a team member within the K-State Research and Extension administration in carrying out the guidance and policies to serve the interests of faculty, staff and the people of Kansas.
What You'll Need to Succeed:

Minimum Requirements:

- An earned master’s degree
- Five years of experience in Cooperative Extension or K-State Research & Extension.

Preferred Qualifications:

- Demonstrated leadership skills, effective verbal and written communication skills, the ability to resolve conflict, and the ability to work effectively in team settings.
- Ability to work within a diverse and multi-cultural environment.
- Passion for the delivery of high quality Extension educational programs with a focus on the constituents.
- Academic training or successful professional experience in administration, budgeting, personnel supervision, program development, and program evaluation.
- County Extension or Extension District administrative experience.
- Demonstrated excellence in innovative extension educational program delivery methods and use of technology.

Other Requirements:

- Applicants must be currently authorized to work in the United States at the time of employment

The position will require attendance at frequent evening meetings and considerable travel within the region in carrying out the work with local extension boards and Extension agents.

Salary, Benefits, and Professional Development:

Anticipated salary range: $89,000 - $120,000

1. Salary commensurate with education, training and experience.

2. This unclassified position has 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/](http://www.k-state.edu/hcs/benefits/overview/)
How to Apply: Please submit the following documents:

- **Cover Letter** identifying your strengths commensurate to this position.
- **Resume**
- **Three professional references**

Screening of Applications Begins: Screening starts immediately, and applications will be accepted until April 7, 2021.

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 candidancy as an employee.