



Learning about open K-State Extension Agent positions:

Extension Agent position vacancies are announced in several ways:

- They are posted on the [K-State Research and Extension website](#).
- They can be found on the [K-State Careers website](#).
- Via [K-State job alerts](#)
- Vacancies may also be found on other university and career websites and in local and regional newspapers.

Applying to be a K-State Research and Extension Agent:

1. Applications are due at 11:55 pm on the listed closing date
2. Applications must be completed using PageUp on the [K-State Careers website](#). (All advertisements and position announcements will direct you to the exact PageUp application for that position.)
3. To complete your application, you must submit:
 - a. A cover letter indicating the position for which you are applying and why you are a good fit. (If you are applying for multiple positions, please submit new cover letters with each application.)
 - b. Your resume
 - c. Copies of all college transcripts showing completion of your degree(s). (If you completed fewer than 12 credit hours at an institution it is not necessary to submit a transcript from that school.)
 - d. The contact information for at least three references. (These references will receive an e-mail from K-State Jobs containing a link to your reference form. Please notify them to watch for this e-mail, as the link is only good for about 10 days.)
4. After successfully completing your application you will receive an e-mail receipt. Please monitor your applicant portal for changes in your applicant status.
5. Approximately two weeks after the closing date of the application, the Extension Eligibility Committee (i.e., Screening Committee) will meet and review all candidate application materials. This committee does a competitive analysis of applicants and selects the candidates to be interviewed.
 - a. Candidates selected for an interview will be notified by phone and/or e-mail with instructions to confirm the interview in their applicant portal
 - b. Candidates NOT selected for an interview will be notified by e-mail
6. Once interviews are completed, candidates will be contacted by phone or e-mail regarding the hiring decision.
 - a. If offered the position, you will grant K-State Human Capital Services Talent Acquisition permission to conduct a Background and Driving Record Check. (This will be done via e-mail). **An offer of employment will be contingent upon the results of these checks.**