



Provide leadership for dynamic extension education programs in Riley County, KS.

Apply for [K-State Careers search #518426](#). Learn more at ksre.k-state.edu/about/careers.

POSITION DESCRIPTION AND RESPONSIBILITIES

Extension agents are professional educators, community connectors and innovators who serve as a link between Kansas State University and communities across Kansas. Agents and local unit directors are jointly responsible to the director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

- Collaborate with other agents, local unit staff, board members, and others (as appropriate) to provide leadership for the following activities:
 - Developing the annual budget, securing extramural funds, submitting appropriate financial reports, and reviewing audits.
 - Handling legal responsibilities of the local extension unit as directed in extension law.
 - Supervising, coaching, and evaluating agents and local unit staff.
 - Planning for office space, equipment, and technology.
 - Assuming leadership for working with the Extension Board; local stakeholders; area and state extension faculty; and others to develop comprehensive programming to address local issues.
 - Developing and maintaining strong relationships with county commissioners and other key decision-makers in the local unit.
 - Delivering educational programming related to community vitality and family resource management.
- Lead the development, implementation, and evaluation of research-based educational programming to help our communities become a better place for Kansans to live, work, and play. This will be accomplished by engaging extension specialists, volunteers, and community partners in a comprehensive process to strengthen the social, civic, economic, and technological capacity of our communities. Programming may include: First Impressions; Kansas Community Empowerment; community health promotion; leadership development; entrepreneurship; grant writing and management; and local food systems.
- Provide support for 4-H youth development programming in Riley County.
- Successful extension programs require agents to:
 - Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (water and natural resources; community vitality; health; developing tomorrow's leaders; and global food systems) by engaging with program development committees and other community organizations and professionals.
 - Design appropriate educational strategies to respond to emerging needs and engage clientele by aligning with the imperatives of the [K-State Next-Gen Strategic Plan](#). Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
 - Collaborate with local partners to meet community and programmatic needs.
 - Recruit and manage volunteers to further the reach and impact of extension programming.
 - Develop and implement strategies to serve diverse audiences and to ensure K-State Research and Extension is an equal opportunity provider of educational programming.
 - Collect and communicate evidence of educational program impact.
 - Cultivate expertise in a subject matter competency area by engaging as a member of a Program Focus Team.
- Pursue internal and external funding to support educational programming.
- Serve as a member of the Riley County team, cooperating in the planning and delivery of county-wide programming and related events.

ABOUT THIS ROLE

Title

Extension Local Unit Director.

Primary responsibility

County Extension Director, community vitality and family resource management programming.

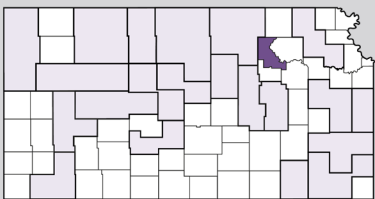
Application deadline

Monday, November 18, 2024.

Interviews on December 4, 2024.

Location

Office located in Manhattan, KS.



Riley County has 71,000 residents with 54,000 of those located in Manhattan, and the balance living in the outlying rural communities and local farms and ranches.

The Riley County Extension office is located in Manhattan, KS, the home of Kansas State University.

The Riley County extension director will provide leadership and oversight for the county's staff, which currently consists of five extension agents and three office professionals.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- At least three years of supervisory experience.
- Academic coursework, professional development, or prior employment related to the position responsibilities.
- Evidence of strong academic and/or professional performance, as documented by college transcripts or documented success in increasingly responsible professional positions.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
- Familiarity with various ethnic and socioeconomic audiences; an interest in working with people from diverse backgrounds; and a commitment to supporting and enhancing K-State's initiative for diversity, equity, and inclusion.
- Ability to work a flexible schedule which will include nights, weekends, and overnight travel.

PREFERRED QUALIFICATIONS

- Master's degree.
- Commitment to personal and professional development.
- Experience managing fiscal responsibilities, including budget development, financial oversight, and securing of extramural funds.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Education, experience, or interest in community development.
- Skills in group facilitation.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funding.
- Ability to communicate effectively with both English and Spanish-speaking learners.

OTHER QUALIFICATIONS

- **Applicants must be currently authorized to work in the United States at the time of employment.**
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

Salary, Benefits, And Professional Development:

- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board, and the applicant. The base starting salary is \$46,000 for a bachelor's degree with no professional experience and \$50,000 for a master's degree with no professional experience.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan; eligibility for health and life insurance; and earn vacation and sick leave. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents will be provided with comprehensive Early Career Professional Development training throughout their onboarding period. This series will include virtual and in-person training and networking opportunities.
- Tuition assistance is available to full-time employees and their spouse/dependents.

Learn More About Working With K-State Research and Extension:

- Visit the [K-State Research and Extension website](#).
- Contact Jennifer Wilson, Leader of Extension Operations via email (jrwilson@ksu.edu) or phone (785-532-5790) with questions about this position.

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

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.