

Chisholm Trail District Family Resource Management Extension Agent



Lead dynamic financial education and budgeting extension programs in Chisholm Trail District, KS.

Apply online for [K-State Careers search #518290](#).

For more information visit 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 are jointly responsible to the director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

ABOUT THIS ROLE

Title

Extension Agent.

Primary responsibility

Family Resource Management programming.

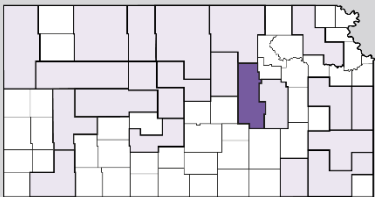
Application deadline

Tuesday, October 29, 2024.

Interviews will be November 13, 2024.

Location

Offices in Abilene and Marion, KS; primary office in Abilene.



Chisholm Trail Extension District is comprised of Dickinson and Marion counties in central Kansas. The district is centrally located between Manhattan, Salina, and Wichita, on the edge of the scenic Flint Hills.

The current district staff consists of six agents and six support staff, who serve our approximately 30,000 residents.

We are searching for an ambitious, progressive team member to deliver innovative financial management extension programs and help us make a difference in our communities!

- Lead the development, implementation, and evaluation of research-based educational programming related to family resource management. Programming may include but is not limited to: financial planning; budgeting and record keeping; consumer credit; senior health insurance counseling; and taxpayer education.
- Implement Senior Health Insurance Counseling for Kansas (SHICK) programming by providing Medicare and health insurance education and consultations.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play by strengthening social, civic, economic, and technological capacity through leadership development and civic engagement.
- 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 the Family Resource Management Program Focus Team.
- Pursue internal and external funding to support educational programming.
- Serve as a member of the Chisholm Trail District team, cooperating in the planning and delivery of district-wide programming and related events.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- 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.
- Have, or be able to earn, SHICK (Senior Health Insurance Counseling for Kansans) certification.
- Commitment to personal and professional development.
- 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.
- 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.