



Lead dynamic extension programs in Rice County, KS.

Apply for [K-State Careers search #518846](#). 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 (including 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 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 local unit staff.
 - Planning for office space, equipment, and technology.
 - 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.
- 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.
- Provide 4-H youth development programs for school-aged youth in cooperation with volunteers and extension colleagues. Programming will include but is not limited to: community clubs support; out-of-school programs; school enrichment; volunteer management; and outreach to create new program opportunities with existing and new community partners.
- Successful extension programs require:
 - Identifying 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.
 - Designing 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.
 - Collaborating with local partners to meet community and programmatic needs.
 - Recruiting and managing volunteers to further the reach and impact of extension programming.
 - Developing and implementing strategies to serve diverse audiences and to ensure K-State Research and Extension is an equal opportunity provider of educational programming.
 - Collecting and communicating evidence of educational program impact.
 - Cultivating expertise in a subject matter competency area as a member of a Program Focus Team.
- Pursue internal and external funding to support educational programming.

ABOUT THIS ROLE

Title

Extension Agent.

Primary responsibilities

County Extension Director, Community Vitality and 4-H Youth Development programming.

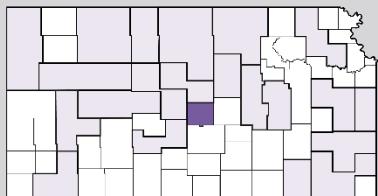
Application deadline

Monday, February 10, 2025.

Interviews on February 27, 2025.

Location

Office located in Lyons, KS.



Rice County is geographically located in the center of Kansas and has a population of 10,083 residents. Lyons is the county seat and home to the Rice County Extension office.

Education is the largest employer in the county with five school districts and Sterling College. Although agriculture plays a big role in the economy, business is diversified with several industries located in the county.

The Sante Fe National Historic Trail runs east to west through the county along Highway 56.

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.
- Experience managing fiscal responsibilities, including budget development, financial oversight, and securing of extramural funds.
- 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.

MORE INFORMATION

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.

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.