**Extension Agent**

**Primary Area of Responsibility:** Horticulture

**Application Deadline:**
Wednesday, June 30, 2021
Interviews will be held on July 27, 2021

**Location:**
Office located in El Dorado, KS

Butler County, located in south central Kansas, is the largest Kansas county with an area of 1,483 square miles. The population is approximately 62,000. El Dorado is the county seat with a population of 13,141. Other larger incorporated cities include Augusta, Andover, Benton and Rose Hill. El Dorado is located within 30 miles of Wichita and is in the Flint Hills grasslands. This location provides the opportunity to enjoy a wide variety of recreational and social activities. The Horticulture program is centered around community vitality and development and boasts a strong Master Gardner program. The Butler County Office is located adjacent to the Butler County Fair Grounds and 4-H Community Building in El Dorado.

**Position Description and Responsibilities**

Extension agents are professional educators who serve as a link between Kansas State University and communities across Kansas. Agents are administratively responsible to the Director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

- Provide primary leadership for the development and implementation of research-based educational programming related to horticulture. Programming will include but is not limited to: horticulture crop production, marketing and economics, conservation of natural resources, horticulture waste management, and landscape maintenance and improvement.
- Share leadership for the development, implementation, and evaluation of the 4-H youth development program for school-aged youth in cooperation with volunteers and extension colleagues. Programming will include but is not limited to: supporting community clubs, out-of-school programs, school enrichment, volunteer management, and outreach to create new program opportunities with existing and new community partners.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play. Programming will strengthen social, civic, economic, and technological capacity of communities through leadership development and civic engagement.

**Programming will include these steps:**
- Identify local needs and emerging issues related to K-State Research and Extension’s five Grand Challenges (water, 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 engage clientele. These strategies might include delivering educational programming in a community-based setting, coordinating events and activities that provide experiential learning opportunities, using innovative technologies, providing individual educational consultations and facilitating groups seeking similar educational outcomes. Some overnight travel and evening and weekend work will be required.
- Develop and implement strategies to expand the reach of educational programming to under-served audiences and to make certain K-State Research and Extension is an equal opportunity provider of educational programming.
- Collect and communicate evidence of educational program impact.
- Develop specialized knowledge and skills by engaging as a member of the Horticulture Program Focus Team.
- Secure external funding such as grants, gifts and cost recovery to supplement local tax revenue to support and expand educational programming.
- Serve as a member of the Butler County Extension team cooperating in the planning and delivery of county-wide programming and related events.
MINIMUM QUALIFICATIONS

• Bachelor’s degree.
• Academic coursework and/or professional development and professional employment related to the position responsibilities.
• Evidence of strong academic and/or professional performance as documented by college transcripts, acceptance into a graduate program or documented success in increasingly responsible professional positions.
• Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
• Leadership skills as evidenced by working with individuals, groups and co-workers.

PREFERED QUALIFICATIONS

• Master’s Degree.
• Experience working with adults and youth from various ethnic and socio-economic backgrounds.
• Commitment to personal professional development.
• Ability to utilize electronic communication and computer applications to fulfill programming responsibilities.
• Self-motivation and ability to work with a minimum of supervision, balancing multiple projects.
• Ability to design, promote, implement and evaluate educational programs.
• Skills in group facilitation.
• Knowledge of adult and youth teaching/learning processes.
• Experience in seeking and administering external grant funding.
• Ability to communicate effectively with both English and Spanish 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 $41,500 for a BS degree with no professional experience and $45,500 for a MS degree with no professional experience.
• Extension agents are Kansas State University educators and have the Board of Regents retirement plan, health and life insurance and vacation and sick leave. There is a 30-day waiting period for health insurance. See a complete list of benefits.
• Reimbursement for travel related to achieving program objectives.
• New agents are provided approximately 15 days of new agent professional development on the K-State campus or online during their first six to nine months. These 15 days are spread out in four different weeks. In addition, new agents spend at least three weeks with a mentor agent during the first year.

LEARN MORE ABOUT WORKING WITH K-STATE RESEARCH AND EXTENSION:

• Hear personal accounts from Extension Agents.
• 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:

It is the policy of Kansas State University not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, sexual orientation, gender identity, national origin, or because he or she is an individual with a disability or disabled or protected veterans. It is also the policy of Kansas State University to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment. Furthermore, the company will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.