

FREQUENTLY ASKED QUESTIONS ABOUT EXTENSION AGENT POSITIONS

1. What is the base starting salary for an Extension Agent?

Answer :

Effective July 1, 2008

- \$35,000 at bachelor's degree level
- \$38,000 at master's degree level
- Prior professional experience also is taken into consideration.

2. Do I have to graduate before I will be eligible for a position?

Answer :

- Sometimes a student will be hired with a starting date after their degree is obtained.

3. Does my degree have to be a match for the position title?

Answer :

- Your life experiences, along with your education, are taken into consideration. If you feel qualified due to your experience, do not hesitate to apply.

4. May I submit my application when there isn't an open position?

Answer:

- We do not accept applications unless you are applying for a specific position that is currently open.
- Sometimes, applicants hear of an upcoming opening and call us, but we do not accept your application until the position opens. Checking our web site once or twice a month will generally catch all of our open Extension agent positions. We advertise each position online for one month.

5. What is the meaning of INTERNAL SEARCH versus EXTERNAL SEARCH noted on open positions?

Answer:

Kansas State University is currently under a hiring freeze which means that very limited positions are being filled.

- A position noted as being INTERNAL SEARCH only is available to currently employed extension agents of K-State Research and Extension.
- An EXTERNAL SEARCH position is available to any applicant.

6. Do I have to provide official transcripts?

Answer :

- We will accept photo copies for the application process. If you are hired, you will be asked to provide an official transcript.
- Requesting transcripts from universities, including Kansas State University's, is the responsibility of the applicant. Registrar's offices require that the request comes directly from the current/former student.
- It is advisable to make transcript requests early in the process. We will match up your transcript(s) with your application, so it is not necessary for you to send them in together. Arrange to have them sent to 121 Umberger, Kansas State University.
- If you are hired and pursue further education, as in working toward a Master's or Doctorate degree, you will need to provide an updated, official transcript to show completion of the new degree.

7. Do I need to provide reference letters?

Answer:

- There is no need for you to provide reference letters. Instead, please direct the people you choose for references to our web site: www.ksre.ksu.edu/jobs. Ask them to fill out the Reference Evaluation Form provided in the section, **Information for Extension Agent Applicants**. This form should be returned to 121 Umberger to be included in your application file.
- Please note, reference evaluations must arrive directly from your reference person, not you.

8. Reference, Background, and Driving Record Checks

Information:

- Reference Checks have been standard practice before an offer of employment is made.
- Beginning in September 2008, Background and Driving Record checks are now mandatory.

9. I've applied in the past and plan to apply again soon - do I have to resubmit all of my information?

Answer :

- If you have applied within the last year, you only need to provide a new cover letter identifying the new position. It is a good idea to update your resume as your professional experiences change.
 - Exception to the rule - if you have finished a degree since then, you should provide an updated transcript showing the degree obtained.
- If your last application is more than one year old, you will need to provide:
 - A new cover letter indicating the new position
 - A new resume
 - Updated list of references
 - An updated transcript if you've taken college courses since then

10. How long is my application kept on file?

Answer :

5 Years

11. How long does it take for a decision to be made on who will be hired?

Answer :

- From the time of closing, we wait one to two weeks to allow enough time to receive reference evaluations back.
- A screening committee then meets and selects who will be interviewed.
- Interviews are held at the county or district office. A decision is made within the next month.

12. What kind of professional development is provided for newly employed Extension agents?

Answer :

- Extension agents come to campus for four weeks during the first six to nine months of employment for new agent professional development sessions.
- New agents also are assigned a mentor with whom they will spend at least two weeks early in their employment. They also will have quarterly sessions with their mentor for the first year.

13. Internship Opportunities

Information:

- We have a Summer Internship Program and hire approximately 9 interns each summer. On average, 30-40 students apply each year and all are interviewed by the Leader of Extension Operations.
- Internships are available across Kansas in any of our county or district offices. However, the choice of office is based upon several criteria, one being that not all offices have a need for an intern. An applicant may request a location but working in home counties is a highly unlikely scenario. We discourage pairings where both parties may know each other.
- Our county or district offices apply for interns in much the same manner as applicants apply for the internship opportunity. Since we want the intern experience to be an effective, learning opportunity, every effort is made to match offices with applicants who have compatible backgrounds. For instance, in an office, there may be a need for an intern for the Agriculture Agent that summer. Therefore, an applicant with an agricultural background, through education and experience, is the likely pairing.
- Staff in offices receiving an intern typically will provide assistance to the student in securing housing.
- Over the past 15 years, 40% of our interns have been hired by K-State Research and Extension.