



FREQUENTLY ASKED QUESTIONS ABOUT EXTENSION AGENT POSITIONS

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

Effective July 1, 2013:

- \$37,000 at bachelor's degree level
- \$40,000 at master's degree level
- Prior professional experience is also taken into consideration.

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

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

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

- We only accept applications for positions that are currently open.

4. Do I have to provide official transcripts?

- We will accept photo copies of your transcript 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, is the responsibility of the applicant. Registrar's offices require that requests come directly from the current/former student.
- It is advisable to make transcript requests early in the process. We will match your transcript(s) with your application materials; it is not necessary for you to submit everything at the same time. Send transcripts electronically to ksrejobs@ksu.edu or by mail to Extension Operations, 121 Umberger, Kansas State University, Manhattan, KS 66506-3414.

5. Do I need to provide reference letters?

- Ask references to complete the Extension Agent Reference Form (online or PDF) referred to in the section, *Information for Extension Agent Applicants*, on www.ksre.ksu.edu/jobs.
- This form should be returned directly from the reference, not the applicant.

6. I've applied in the past and plan to apply again soon, do I need to resubmit all of my application materials?

- Each time, provide a new cover letter identifying the position for which you are applying.
- If your professional experiences change and/or you revise your resume, include the new version.
- If your Reference Evaluation Forms were completed more than one year ago, ask your references to complete new forms.

7. How long is my application kept on file?

- 5 Years

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

- You may expect to hear from us within three to four weeks after the application deadline. During this time, a screening committee meets and selects who will be interviewed.
- Interviews are held at the county or district office. A decision is made within the next month.

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

- Extension agents attend professional development sessions held on campus during the first six to nine months of their employment.
- 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.