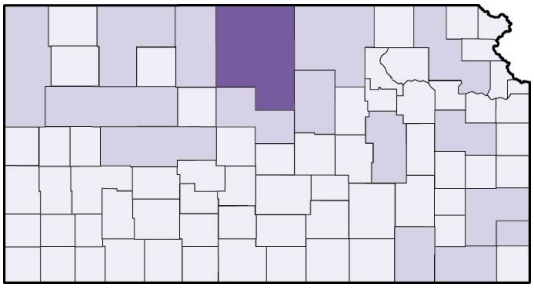
Position Announcement



Post Rock District is comprised of Jewell, Lincoln, Mitchell, Osborne, and Smith counties in north-central Kansas. The district has a combined population of 20,146. Several recreational opportunities including many upland game hunting establishments and lakes that are known for excellent fishing and water activities are located within the area. Seven Extension Agents serve the district with the focus of this position being to provide horticulture educational programs.

TITLE: Post Rock District Extension Agent
PRIMARY AREA OF RESPONSIBILITY: Horticulture with some responsibility for Crop Production
LOCATION: Offices in Lincoln, Osborne, Mankato, Beloit, and Smith Center. Primary location for this position is negotiable between Mankato or Osborne.

APPLICATION DATE: Screening of applications will begin March 7, 2014, and continue until the position is filled. This position is available on or after March 7, 2014. The starting date is negotiable.

RESPONSIBILITIES
Extension agents are community based faculty of Kansas State University who make a difference by connecting community needs with university resources. Agents are administratively responsible to the local extension director and the local extension board. Responsibilities include but are not limited to:

1. In cooperation with the local extension board and other community partners identify needs and major educational priorities of the community. Develop a proactive educational plan to address those needs.
2. Provide primary leadership for the dissemination and implementation of research-based information and development of horticulture educational programs. Programs will include but are not limited to: horticulture crop production, marketing and economics, conservation of natural resources, horticultural waste management, landscape design, maintenance and improvement. Position will also provide support to crop production.
3. Collaborate with local community members, partner organizations and extension faculty to develop and implement educational programming assuring that all citizens have equal access to programming.
4. Utilize a variety of educational strategies to implement educational programming. Examples include informal classes, presentations, media, volunteers, demonstrations, experiential learning, distance learning and group facilitation. Some overnight travel and evening and weekend work will be required.
5. Collect evidence of program impact to market, report results and improve the program.
6. Serve as a member of the Horticulture Program Focus Team.
7. Provide leadership for 4-H youth development educational programming related to horticulture.
8. Share responsibility in community educational programming that addresses community functions of leadership, government, health, economy, ecosystems and social well-being.
9. Develop and implement volunteer recruitment, training and management systems related to educational program needs.
10. Secure external funding, as necessary, to support educational programming.

QUALIFICATIONS
Required:
- Completed bachelor's degree with major course work, professional development and experience appropriate to the needs of the position (see responsibility #2 above); master's degree preferred.
- Evidence of strong academic and/or professional performance as demonstrated by one or more of the following - 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.
- Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver's License.

Preferred:

- 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.
- Experience working with individuals, groups and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- 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.

SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT

1. Salary commensurate with professional experience and available funding as negotiated by the area extension director, the local extension board and the applicant.
2. Extension agents are faculty of Kansas State University and have benefits of university faculty, including the Kansas Board of Regents Retirement Plan, health and life insurance. Depending on the date of hire there is a minimum 30 days waiting period for health insurance. For a complete list of benefits, see **http://www.k-state.edu/hr/benefits/benefitssummary.htm.**
3. Twenty-two vacation and twelve sick leave days per year in addition to paid holidays.
4. Reimbursement for travel related to achieving program objectives.
5. New agents are provided approximately 15 days of new agent professional development on the K-State campus during the 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.

APPLICATION PROCEDURE

The following application materials may be sent by email to: ksrejobs@ksu.edu, or mail to: Stacey Warner, Extension Operations, 121 Umberger Hall, Manhattan, KS 66506, or fax to: 785-532-3079. Receipt of your application will be confirmed by email.

1. Cover letter stating that you are applying for the Post Rock District Horticulture Agent position. The letter should address experiences related to the above mentioned responsibilities and qualifications.

2. Resume which includes the following: educational background, professional experience; professional organizations and activities; volunteer responsibilities; honors; and any other information important to communicate qualifications for this position. Also include the names, email addresses, and phone numbers for five professional references familiar with your work, including college professors if a recent graduate.

3. A copy of all college transcripts showing degrees completed. Photocopies of transcripts are acceptable during the application process. An original transcript will be requested upon hire.

4. Reference forms from five professional contacts. Reference forms are located at www.ksre.ksu.edu/jobinfo. Forms can be submitted by accessing the ONLINE link or a PDF version of the form can be printed, completed and submitted directly from your references by fax to 785-532-3079, by mail to the address on the form, or scanned and e-mailed to ksrejobs@ksu.edu.

5. A position offer is contingent on a successful pre-employment criminal background and driving record check. A Background Check Request form will be mailed to the successful applicant following the offer of employment.

To check the status of application materials, contact Doris Merrill, 785-532-5790, or email: dmerrill@ksu.edu.
For more information about the position, contact Stacey Warner, Leader, Ext Operations, 785-532-5790, or swarner@ksu.edu.
To hear personal accounts from Extension Agents, preview videos at **www.ksre.ksu.edu/jobinfo**.
For more information about K-State Research and Extension, visit: **www.ksre.ksu.edu**.

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Affirmative Action/Equal Opportunity employer committed to non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons (including employment of disabled veterans and veterans of the Vietnam era). EEO Coordinator: Stacey M. Warner, 121 Umberger Hall, Manhattan, KS 66506. EEO Counselor: Daryl D. Buchholz, 123 Umberger Hall, Manhattan, KS 66506.

2/10/2014
Position #14-09

Stacey M. Warner

Stacey M. Warner
Leader, Extension Operations