

Position Announcement

Position: Extension Assistant/Associate

Office of Local Government, Department of Agricultural Economics, Kansas State University
Full-time, term position in the Office of Local Government, subject to annual performance review.

Date Available: The starting date is negotiable.

Responsibilities: Assist University faculty member in Extension outreach education program related to local and regional economic development. This position is affiliated with the Office of Local Government (OLG) in the Department of Agricultural Economics, Kansas State University. Duties include: (1) independently develop and deliver Extension outreach education programs in the general area of community and economic development; (2) interact with external clientele including county Extension agents, local public officials, community organization representatives and citizens, respond to inquiries, and make referrals as appropriate; (3) create and maintain large databases of economic, demographic and local government budget information; (4) conduct technical analyses for cities and counties, including economic and fiscal impact analysis, economic/demographic trend analysis, development impact analysis, and community economics studies; (5) provide written reports and public presentations on analysis findings; (6) develop written reports and instructional materials related to regional economics for mass distribution; (7) participate in an active applied research program; and (8) provide supervision, assistance and instruction to other OLG staff and students. Additional program information: www.oznet.ksu.edu/olg.

Qualifications:

Required

- X Bachelors degree in Economics, Agricultural Economics, Business, Public Administration, Geography, or other discipline with emphasis in applied economics, local public finance, or community and regional economics.
- X Excellent quantitative analysis skills. Capacity to use database software and the relational capabilities of Microsoft Suite.
- X A sound, working knowledge of U.S. local, state and federal government institutional structure and functions.
- X Ability to communicate complex economic concepts to a lay-audience both orally and in writing. Excellent writing skills. Willingness to travel in-state for educational outreach, including occasional overnight stays.

Preferred

- X Masters or Ph.D. degree in an appropriate discipline.
- X Applied experience in working with community leaders on community and economic development.
- X Demonstrated knowledge and interest in community strategic planning principles.

Salary & Benefits: Salary is competitive and commensurate with candidate's ability and experience. The Kansas State University benefit package includes a retirement plan, group health and life insurance, worker's compensation, vacation, sick leave and other benefits <<http://www.ksu.edu/hr/benefits/index.html>>.

How to Apply: Submit (1) a letter of application that includes a statement of interest, qualification and aspiration; (2) resume; (3) transcripts of all college and university work; (4) complete contact information for three references to be sent to:

Dr. Arlo Biere, Acting Head
Department of Agricultural Economics
342 Waters Hall
Kansas State University
Manhattan, KS 66506

Deadline: Review of applications will commence beginning October 16, 2008 and continue until the position is filled.

Questions about this position can be directed to Dr. John Leatherman at 785-532-4492, e-mail: jleather@agecon.ksu.edu

Affirmative Action: Kansas State University is an affirmative action, equal opportunity employer. KSU encourages diversity among its employees.