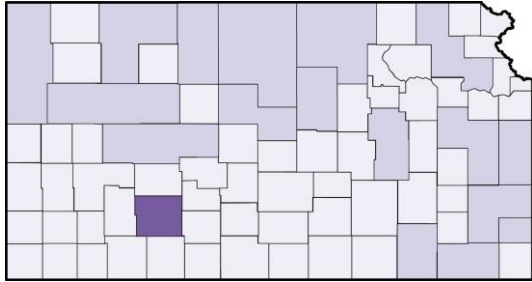


Position Announcement



Ford County is a three agent county in southwest Kansas with an ethnically diverse population of 34,819. Dodge City (county seat), Bucklin, Ford, Spearville and Wright are communities within the county. Dodge City is home to Boot Hill, a world famous tourist attraction and the first state-owned casino. Ford County has approximately 10,689 youth under the age of 18. There are seven community and 4-H project clubs, as well as a new 4-H SPIN club, with a total enrollment of about 200 youth. The ambassador and exchange programs are very active. An excellent opportunity exists to expand this dynamic program to non-traditional audiences while continuing to grow participation in 4-H clubs, volunteer leadership development, and school enrichment programs. The 4-H Youth Development Agent collaborates with many community agencies and organizations to provide effective youth programming throughout the county.

TITLE: Ford County Extension Agent

PRIMARY AREA OF RESPONSIBILITY: 4-H Youth Development

LOCATION: Ford County, Dodge City, KS

APPLICATION DATE: Screening of applications will begin November 24, and continue until the position is filled. This position is available on or after December 11, 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 area 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 development and implementation of research-based educational programming for school-aged youth using a variety of delivery modes. Programming will be conducted with state and area faculty, adult volunteers and professionals in other youth-serving organizations who share the goal of providing opportunities for youth to develop leadership potential, self-esteem, citizenship, responsibility and capacity.
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. Develop an area of program focus or subject matter expertise as a member of a Program Focus Team.
7. Share responsibility in community educational programming that addresses community functions of leadership, government, health, economy, ecosystems and social well-being.
8. Develop and implement volunteer recruitment, training and management systems related to educational program needs.
9. Secure external funding, as necessary, to support educational programming.

QUALIFICATIONS

Required:

- Completed bachelor's degree in education, youth development, sociology, or other related fields, with major course work, professional development, and experience appropriate to the needs of the position; 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/current-employees/benefits/summary.html>.
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 Ford County Extension Agent, 4-H Youth Development 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: ksrejobs@ksu.edu.

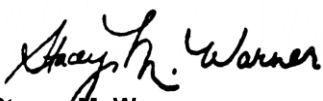
For more information about the position, contact Stacey Warner, Leader, Ext Operations, 785-532-5790, or swarner@ksu.edu.

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 of individuals with disabilities and protected veterans. Kansas State University encourages diversity among its employees. KSRE EEO Coordinator: Stacey M. Warner, 121 Umberger Hall, Manhattan, KS 66506. KSRE EEO Counselor: Daryl D. Buchholz, 123 Umberger Hall, Manhattan, KS 66506.

10/27/2014
Position #14-27


Stacey M. Warner
Leader, Extension Operations

