

Program Assistant Position Description

Full Time position

Employer and Supervisor: K-State Research and Extension-Cottonwood District (Ellis and Barton Counties)

The Program Assistant reports to the district director. The district executive board provides the salary and the benefits.

Application Deadline: Open until filled.

Job Description

Assist agents with programs that they are preparing or presenting to audiences in the district. Provide assistance for the dissemination of research-based information and assist with the implementation and development of educational programs. Programs can be in any of the following program areas: 4-H Youth Development, Agriculture and Natural Resources, Family and Community Wellness, Horticulture and Community Vitality. This person will also provide assistance in promoting the programs that are being presented through standard means and social media. This person will work with volunteers in the district for 4-H and Extension Master Gardeners. This person will work in both Barton and Ellis Counties.

Job Requirements

Primary Responsibilities:

- Attend monthly Extension Board Meetings
- Provide monthly reports for Extension Board
- Provide weekly work log
- Provide feedback and support on programs
- Provide articles and news column for local and social media
- Perform all other duties as assigned.

Qualifications

- Excellent communication, written, verbal and interpersonal skills.
- Demonstrated ability to engage and motivate volunteers
- Ability to perform or assist with hands-on programming.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Learn quickly, follow instructions, multi-task with good time-management skills and attention to detail. Strong organizational skills required.
- Writing, spelling, grammar and basic math.
- Operate general office equipment and personal computers.
- Proficient in Microsoft Office, including Excel, Publisher, Outlook and Word.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality
- Excellent work ethic
- Ability to adapt to changing situations

Requirements

Education and Experience

- High School Graduate/GED
- Bachelor's Degree preferred

Successful applicants should enjoy working with the public and in a team environment while maintaining a friendly attitude when interacting with people. Applicant does not need to be a resident of Barton or Ellis Counties, but will be required to be knowledgeable of both counties. The job will require weekly office hours. Successful applicant will have an individual office available. Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

Benefits and Background Check:

Benefits include vacation and sick leave. A background check will be conducted.

Salary Range

\$15.00/hr. - \$20.00/hr. dependent upon qualifications.

Terms of Appointment

40 hours per week.

Start date negotiable between April 1, 2024 and June 1, 2024.

End date December 31, 2025 with the potential to be extended.

How To Apply

Applications shall be mailed or delivered to the Cottonwood Extension District Office, 601 Main, Hays, KS 67601, attention: Jay Harris. For more information or to send applications by email use the email address: jayharris@ksu.edu.

Application is attached or can be found online at:

<https://www.cottonwood.k-state.edu/about/employment.html>

K-State Research and Extension is committed to making its services, activities, and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, please contact our office. K-State Research and Extension is an equal opportunity provider and employer.

K-State Research and Extension provides educational programs and materials to all people of the county without regard to race, color, religion, national origin, sex age or disability.

K-State Research and Extension – Cottonwood District

Employment Application for the Program Assistant

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?_

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _

Please List Applicable Experience

Previous Employment

Company: _____

Phone: _

Address: _____

Supervisor: _

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

NO

Company: _____

Phone: _

Address: _____

Supervisor: _

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

NO

Company: _____

Phone: _

Address: _____

Supervisor: _

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain:

Please attach Cover Letter and Resume to application

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

K-STATE

Research and Extension

Cottonwood District

Kansas State University is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, contact Jay Harris, KSRE – Cottonwood District Director, 785-628-9430.

K-State Research and Extension is an equal opportunity provider and employer.