

Program Assistant Position Description

Full Time position

Employer and Supervisor: K-State 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

The Cottonwood Extension District is seeking a dependable, organized, and service-oriented Program Assistant to provide day-to-day support for the Great Bend office and Extension programs throughout the district.

This position will work closely with Extension agents and Office Professionals to support program preparation and delivery, community events, communications, social media, program evaluation, office activities, and maintenance of program materials and resources.

The position will be based in Great Bend but may provide support for programs and activities throughout the Cottonwood Extension District.

Ideal Candidate

We are looking for someone who is organized, dependable, flexible, detail-oriented, and willing to take initiative. The successful candidate will enjoy working with people, supporting educational programs, and being part of a team.

Most importantly, we are looking for someone who sees what needs to be done and is willing to help make it happen.

Primary Responsibilities:

Day-to-Day Office Support

- Assist the office professional with daily activities that keep the Great Bend office functioning effectively.
- Assist visitors and callers and provide excellent customer service.
- Prepare, organize, copy, and distribute materials.
- Organize supplies, equipment, and program resources.
- Help maintain an organized and welcoming office environment.

Program and Event Support

- Assist agents with preparing and delivering Extension programs.
- Prepare program materials, supplies, displays, and equipment.
- Assist with workshops, meetings, demonstrations, and community events.
- Assist with program setup, participant support, and cleanup.
- Provide support for district-wide programs and special events.

Communications and Social Media

- Assist with creating and scheduling social media posts.
- Gather photographs and information from programs and agents.
- Help promote Extension programs, events, and educational resources.
- Assist with newsletters, flyers, displays, and other communications.

Program Evaluation and Maintenance

- Assist with distributing, collecting, and organizing program evaluations.
- Help maintain participation and evaluation information.
- Assist agents with documenting program outcomes and impacts.
- Maintain and organize program materials, equipment, displays, and resources.

Financial Cross-Training and Backup

- Learn selected financial and fiscal processes to provide backup and continuity.
- Assist with organizing receipts, invoices, purchase documentation, and financial records.
- Become familiar with district financial procedures and deadlines.
- Provide backup assistance for routine financial processes when the primary Office Professional is unavailable.

Financial responsibilities are intended as cross-training and backup support and will not replace the primary financial responsibilities of the Office Professional.

Miscellaneous

- Attend monthly Extension Board Meetings
- Provide monthly reports for Extension Board
- Provide weekly work log
- Perform all other duties as assigned.

District-Wide Support

- Assist agents and staff in both Barton and Ellis counties as needed.
- Support special projects and district initiatives.
- Provide additional assistance during periods of high program activity.
- Travel to district locations when necessary.

Qualifications

Required:

- High school diploma or equivalent.
- Strong organizational and communication skills.
- Ability to work independently and as part of a team.
- Ability to manage multiple priorities.
- Basic computer skills and willingness to learn new technology.
- Ability to work occasional evenings and weekends.
- Valid driver's license and reliable transportation.

Preferred:

- Experience in office, educational, community, nonprofit, or program-support settings.
- Experience with social media and digital communications.
- Experience organizing events or programs.
- Experience with Microsoft Office and/or Canva.
- Experience with bookkeeping or financial processes.

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 October 1, 2026 and November 1, 2026.

End date December 31, 2027 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>

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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 Extension – Cottonwood District

Employment Application for 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: _____

KANSAS STATE UNIVERSITY

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, KSE – Cottonwood District Director, 785-628-9430.

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