

**TITLE: *Cottonwood Extension District – Summer Internship***



Extension  
Cottonwood District

**LOCATION: 2 positions – 1 based in Great Bend, KS and 1 based in Hays, KS**

**APPLICATION DEADLINE: Friday, March 6, 2026. Interviews will be conducted in person or via Zoom the week of March 16-20, 2026.**

**EMPLOYMENT:** Summer 2026 – Up to 10 weeks (400 hours); will require some evening and weekend work commitments. This is a paid position at a rate of \$15.75/hour. There is also potential for work hours during the school year.

**K-State Extension  
Cottonwood Extension District**  
601 Main  
Hays, KS 67601  
785-628-9430  
3007 10<sup>th</sup> St.  
Great Bend, KS 67530  
620-793-1910  
[www.cottonwood.ksu.edu](http://www.cottonwood.ksu.edu)

**RESPONSIBILITIES:**

The position will allow the successful candidate a chance to experience all areas of the Extension program through involvement in day-to-day projects, including assisting the public, working with Agents and coordinating projects for the Barton County Fair, June 24 – 28 or Ellis County Fair, July 12 – 18. Some job responsibilities may require some outside physical labor.

**QUALIFICATIONS**

- ✓ Required: Completion of at least two university semesters.
- ✓ Students majoring in agriculture, family & consumer science, education, communication, media and marketing, or other related disciplines are encouraged to apply.
- ✓ Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
- ✓ Experience working with adults and youth from various ethnic and socio-economic backgrounds.
- ✓ 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.

**TO APPLY:** Submit Resume, Cover Letter and Contact Information for 3 References to:

**Hays Position**

Cottonwood Extension Office – Hays  
601 Main St.  
Hays, KS 67601  
(786) 628-9430

**Great Bend Position**

Cottonwood Extension Office – Great Bend  
3007 10<sup>th</sup> Street  
Great Bend, KS 67530  
(620) 793-1910

Or you may e-mail application information to Jay Harris, District Director, at: [jayharris@ksu.edu](mailto:jayharris@ksu.edu).

**APPLICATION DEADLINE:** To assure review, letter of application, resume, and references must be received no later than Friday, **March 6, 2026.**

**TO LEARN MORE:** To learn more about K-State Extension work in the Cottonwood Extension District, visit [www.cottonwood.ksu.edu](http://www.cottonwood.ksu.edu)

**EQUAL EMPLOYMENT OPPORTUNITY:** Kansas State University is an Affirmative Action/Equal Opportunity employer committed to nondiscrimination 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: Jennifer Wilson, 121 Umberger Hall, Manhattan, KS 66506. EEO Counselor: Gregg Hadley, 123 Umberger Hall, Manhattan, KS 66506.

Cottonwood Extension District  
Kansas State University  
Agricultural Experiment Station  
and Cooperative Extension  
Service

K-State, County Extension  
Councils, Extension Districts,  
and U.S. Department of  
Agriculture Cooperating.

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