

K-State Research and Extension – Cottonwood District

Horticulture Program Assistant Position Description

Employer and Supervisor: K-State Research and Extension-Cottonwood District

The Horticulture Program Assistant reports to the local unit director. The local extension board provides the salary and the benefits.

Application Deadline: Open until filled. Applications shall be mailed or delivered to the Cottonwood Extension District Office (601 Main, Hays, KS 67601).

Job Description

Provide primary leadership for the dissemination of research-based information and implementation and development of horticulture educational programs across both counties in the district. Programs will include, but are not limited to: horticulture crop production, marketing and economics related to the horticulture industry, conservation of natural resources, pest management, landscape design maintenance and improvement.

Position Summary:

This position is responsible for answering questions as they relate to horticulture: addressing topics such as gardening, ornamentals, managing pests, invasive species, lawns, trees, identify plants and pests, and other related topics. This position will also work closely with and supervise the Ellis and Barton County Extension Master Gardeners programs. This person will also provide horticulture information and articles to be shared through local and social media.

Job Requirements Primary

Responsibilities:

- Answer questions as they relate to horticulture
- Supervise and work closely with current extension Master Gardeners
- Provide support to the Extension Master Gardener training program
- Attend quarterly Extension Board Meetings
- Provide monthly reports for Extension Board
- Provide weekly work log
- Provide feedback and support on soil samples
- 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 direct hands-on garden work.
- 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

- Associates Degree; Bachelor's Degree preferred
- 2 years' transferrable program/functional experience

Successful applicants should enjoy working with the public and in a team environment while maintaining a friendly attitude when interacting with people. Successful applicant will have an individual office available at either the Ellis County or Barton County Cottonwood Extension District Office. It is also required to have access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

Benefits and Background Check:

A health insurance and cell phone stipend will be provided. A background check will be conducted.

Salary Range

\$19.00/hr. - \$21.00/hr. dependent upon qualifications.

Terms of Appointment

40 hours per week.

Start date negotiable.

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.

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 Horticulture 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 Horticulture 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 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, Cottonwood District Director, 785-628-9430.

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