



K-STATE

**Research and Extension
Cottonwood Extension District**

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Hays, KS 67601
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<http://www.cottonwood.ksu.edu>

TITLE: *Cottonwood Extension District - Summer Program Assistant*

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

APPLICATION DEADLINE: Friday, April 3, 2020

EMPLOYMENT: Summer 2020 – Up to 10 weeks (400 hours); will require some evening and weekend work commitments.

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, July 8 - 12 or Ellis County Fair, July 11 - 18. Some job responsibilities may require some outside physical labor.

QUALIFICATIONS

- ✓ Required: Completion of at least four university semesters
(Will need to have reached at least junior status by the 2020 fall semester)
- ✓ Students majoring in agriculture, family studies, education, 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
1800 12th St.
Great Bend, KS 57530
(620) 793-1910

APPLICATION DEADLINE: To assure review, cover letter, resume, and references must be received no later than Friday, **April 3**. Interviews will be conducted April 13 & 14.

TO LEARN MORE: To learn more about K-State Research and Extension work in Cottonwood Extension District, visit 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 Research and
Extension is an equal
opportunity provider and
employer.