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: ____________________________ | Apartment/Unit # |
| Street Address | |
| 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 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.

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