Program Assistant Position Description

Full Time position

**Employer and Supervisor:** K-State Research and Extension-Flint Hills District (Chase and Morris 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 Program Assistant will provide support to agents with programs that they are preparing and presenting to a wide variety of audiences in the district. They will provide assistance for the dissemination of research-based information and assist with the implementation and development of educational programs. Programs will be in 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. This person will work in both Chase and Morris Counties with their primary office being in Chase County at the Cottonwood Falls office.

# Job Requirements Primary Responsibilities:

* Assist with the 4-H Program (mainly Chase County, but will be expected to assist with Morris County, as needed)
* Assist the Ag and FCS Agents with programing as required
* Provide monthly reports for Extension Board
* Provide feedback and support on programs
* Assist with social media posts
* Assist with Website Content
* Perform all other duties as assigned

# Qualifications

* Excellent written, verbal and interpersonal communication skills
* Demonstrate ability to engage and motivate volunteers and audiences with a wide range of demographics
* 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 including maintenance of a professional calendar
* Proficient writing, spelling, grammar and basic math skills
* 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 OR
* Professional Work Experience Equivalent to an Associate’s Degree

Successful applicants should enjoy working with the public and in a team environment while maintaining a friendly attitude when interacting with people. The applicant does not need to be a resident of Chase or Morris Counties but is required to be knowledgeable of both counties. The job will require weekly office hours. Due to the nature of K-State Extension work, this position is not appropriate for remote work. 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, retirement package and monthly health insurance stipend. 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 is negotiable.

# How To Apply

Applications shall be mailed or delivered to the Flint Hills Extension District Office, PO Box 100, 205 Broadway, Cottonwood Falls, KS 66845, attention: Chelsea Bartels. For more information or to send applications electronically, reach out to: chelse1@ksu.edu

Application is attached or can be found online at:

<https://www.flinthills.k-state.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 – Flint Hills District**

# Employment Application - 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 |

##

|  |
| --- |
| ***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 Chelsea Bartels, KSRE – Flint Hills District Director, 620-273-6491.

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