

# Shawnee County Family and Consumer Sciences Extension Agent



Lead dynamic family, health and financial extension education programs in Shawnee County, KS.

Apply online for [K-State Careers search #518805](#).

For more information visit [ksre.k-state.edu/about/careers](https://ksre.k-state.edu/about/careers).

## POSITION DESCRIPTION AND RESPONSIBILITIES

Extension agents are professional educators, community connectors and innovators who serve as a link between Kansas State University and communities across Kansas. Agents are jointly responsible to the director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

## ABOUT THIS ROLE

### Title

Extension Agent.

### Primary responsibility

Family and Consumer Sciences programming.

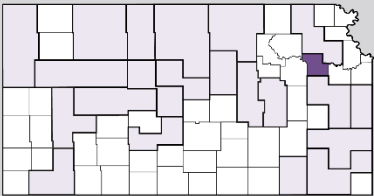
### Application deadline

Tuesday, January 28, 2025.

*Interviews will be February 11, 2025.*

### Location

Office located in Topeka, KS.



Shawnee County is the third most populated county in Kansas. It has a diverse urban, suburban and rural population of nearly 179,000. There are five incorporated cities in Shawnee County: Auburn, Rossville, Silver Lake, Willard and Topeka.

The county extension office is in Topeka, our state capital and home to Washburn University, Gage Park and Lake Shawnee.

The Shawnee County Extension team consists of six agents and nine support staff who work to improve the lives of Shawnee County residents through extension outreach and education.

- Lead the development, implementation, and evaluation of research-based educational programming related to family and consumer sciences. Programming may include but is not limited to: family life, nutrition, food safety, parenting, communication, financial management, leadership, and health.
- Implement Senior Health Insurance Counseling for Kansas (SHICK) programming by providing Medicare and health insurance education and consultations.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play by strengthening social, civic, economic, and technological capacity through leadership development and civic engagement.
- Successful extension programs require agents to:
  - Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (water and natural resources; community vitality; health; developing tomorrow's leaders; and global food systems) by engaging with program development committees and other community organizations and professionals.
  - Design appropriate educational strategies to respond to emerging needs and engage clientele by aligning with the imperatives of the [K-State Next-Gen Strategic Plan](#). Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
  - Collaborate with local partners to meet community and programmatic needs.
  - Recruit and manage volunteers to further the reach and impact of extension programming.
  - Develop and implement strategies to serve diverse audiences and to ensure K-State Research and Extension is an equal opportunity provider of educational programming.
  - Collect and communicate evidence of educational program impact.
  - Cultivate expertise in a subject matter competency area by engaging as a member of a Program Focus Team.
- Pursue internal and external funding to support educational programming.
- Serve as a member of the Shawnee County team, cooperating in the planning and delivery of county-wide programming and related events.

## MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Academic coursework, professional development, or prior employment related to the position responsibilities.
- Evidence of strong academic and/or professional performance, as documented by college transcripts or documented success in increasingly responsible professional positions.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
- Familiarity with various ethnic and socioeconomic audiences; an interest in working with people from diverse backgrounds; and a commitment to supporting and enhancing K-State's initiative for diversity, equity, and inclusion.
- Ability to work a flexible schedule which will include nights, weekends, and overnight travel.

## PREFERRED QUALIFICATIONS

- Master's degree.
- Have, or be able to earn, SHICK (Senior Health Insurance Counseling for Kansans) certification.
- Commitment to personal and professional development.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Skills in group facilitation.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funding.
- Ability to communicate effectively with both English and Spanish-speaking learners.

## OTHER QUALIFICATIONS

- **Applicants must be currently authorized to work in the United States at the time of employment.**
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

## MORE INFORMATION

### Salary, Benefits, And Professional Development:

- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board, and the applicant. The base starting salary is \$46,000 for a bachelor's degree with no professional experience and \$50,000 for a master's degree with no professional experience.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan; eligibility for health and life insurance; and earn vacation and sick leave. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents will be provided with comprehensive Early Career Professional Development training throughout their onboarding period. This series will include virtual and in-person training and networking opportunities.
- Tuition assistance is available to full-time employees and their spouse/dependents.

### Learn More About Working With K-State Research and Extension:

- Visit the [K-State Research and Extension website](#).
- Contact Jennifer Wilson, Leader of Extension Operations via email ([jrwilson@ksu.edu](mailto:jrwilson@ksu.edu)) or phone (785-532-5790) with questions.

### Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

### Background Screening Statement:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.