

TITLE: *Cottonwood Extension District - Summer Program Assistant*

LOCATION: positions – 1 based in Great Bend, KS

APPLICATION DEADLINE: Monday, March 6, 2023

EMPLOYMENT: Summer 2022 – 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 5-9; may assist with Ellis County Fair, July 15 – 22, if needed. 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 2023 fall semester)
- ✓ Students majoring in agriculture, human ecology, 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:

Great Bend Position

Cottonwood Extension Office – Great Bend

3007 10th St.

Great Bend, KS 57530

(620) 793-1910

APPLICATION DEADLINE: To assure review, letter of application, resume, and references must be received no later than Monday, March 6, 2023.

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 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.