

Program Assistant Position Description

Full Time position

Employer: K-State Extension Wildcat District
(Crawford, Labette, Montgomery, & Wilson 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 will focus on helping Kansans lead healthy lives. This can include, but is not limited to physical activity, nutrition, and mental health. 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 agents and volunteers in the district. Home office location negotiable. District offices are located in Girard, Altamont, Independence, and Fredonia.

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, 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 Wildcat District, but will be required to be knowledgeable of each county in the district. The job will require weekly office hours. Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

Benefits and Background Check:

Benefits include vacation, sick leave, health insurance and retirement package. A background check will be conducted.

Salary

\$20.00/hr.

Terms of Appointment

40 hours per week.

Start date negotiable as soon as September 1, 2025.

How To Apply

Applications may be mailed or delivered to one of our District Offices listed below or emailed to Carrie Lance at clance@ksu.edu. For more information please call Carrie Lance at 602-704-2523.

Application is attached.

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 – Wildcat District

Employment Application for 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 ☐ Degree: _____

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: _____

K-STATE

Research and Extension

Wildcat District

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