Application Procedures
Marais des Cygnes Extension District
4-H Program Assistant

Title: Marais des Cygnes Extension District 4-H Program Assistant

Location: The 4-H Program Assistant will be housed at the Marais des Cygnes Extension District office in Paola, KS with program responsibilities in both Linn and Miami Counties.

Responsibilities: The 4-H Program Assistant is a full-time (40 hours per week) position. Some overnight travel, evening and weekend work will be required.

To Apply: Send the following application materials to Karla Hightower, 104 S. Brayman, Paola, KS 66071, or email to khightow@ksu.edu by March 11th.

1. Cover letter stating that you are applying for the Marais des Cygnes 4-H Program Assistant Position. The letter should address experiences related to the above responsibilities and qualifications.

2. Resume including experience related to the Marais des Cygnes 4-H Program Assistant job description.

3. Program Assistant – Application for Employment which can be found at www.maraisdescygnes.ksu.edu

Benefits of position: Salary: $12.00 per hour/commensurate with experience
Annual Leave – 8 hours per month starting
Sick Leave – 8 hours per month
Up to 12 designated paid holidays
Voluntary Retirement Plan

A more detailed job position can be found on www.maraisdescygnes.ksu.edu.

The Marais des Cygnes Extension District # 16 is an equal opportunity provider and employer.