



## Kansas Corn Collegiate Coordinator

Kansas Corn Growers Association is a statewide trade association representing corn producers. It also implements research, education and promotion programs of the Kansas Corn Commission and checkoff as provided by state law. The three current collegiate initiatives were launched in 2017, the Collegiate Academy will meet for the first time in February 2018.

The Kansas Corn Collegiate Coordinator position is a contract position and will work on collegiate events and programs across the state in addition to organizing and attending a group trip to Washington D.C. annually. The contract is for 80 hours per month. Pay is negotiable. Position reports to Industry Relations Director.

### **Collegiate Coordinator Duties include, but are not limited to**

- Careers in Corn program
  - On-campus visits to universities, community college and tech schools in Kansas
    - Plan logistics at all locations
    - Attend all sessions with an additional Kansas Corn representative
    - Coordinate industry outreach for on-site attendance with Industry Relations Director
  - Online industry profiles
    - Gather profiles that highlight individuals of various job focus, responsibility, education and experience
    - Highlight individuals from across the state
- Corn Collegiate Academy
  - Work with Corn Crew to help promote the program to the local schools and student member contacts
  - Coordinate with staff and KS Corn leadership on review of applicants
  - Outreach to student participants upon selection
  - Coordinate speakers with Industry Relations Director guidance
  - Work to capture stories of the academy participants to highlight each student
  - Will be present at academy learning sessions, Day in Topeka and DC trip
  - Coordinate with academy participants on capstone projects through completion
- Next Generation Scholarship Program
  - Coordinate with staff and KS Corn leadership on review of scholarship applications
  - Outreach to student participants upon selection
  - Work to capture stories of the scholarship winners to highlight each student
  - Work with Corn Crew to help promote scholarships to the local schools and student member contacts
- Student membership
  - Create new opportunities to increase student memberships
  - Look for partners to increase benefits to student members
  - Work with Communications Director to promote student memberships through various communications outlets
- Ongoing collegiate outreach
  - Keep up contact list for campus contacts through data management system
  - Reach out to non-traditional ag schools for opportunities to bring Careers in Corn to their campus
  - Build strategic opportunities to involve academy participants and graduates
  - Provide content geared toward college students including resume tips, etiquette, etc for KSCorn.com website

**Competencies and factors needed to successfully accomplish essential job**

- Problem solving – Identify and resolve problems in a timely manner, gather and analyze information skillfully, and work well in group problem solving situations.
- Project execution – Execute project plans, provide feedback for program evaluation and improvement
- Ethics – Treat people with respect, inspire the trust of others, work with integrity, and uphold organizational goals and values.
- Adaptability – Manage competing demands for time, deal with frequent change in work environment or unexpected events, and meet challenges with resourcefulness and creativity.
- Initiative – Volunteer readily, seek responsibilities in the region, ask for or offer help when needed, and problem-solve with independent actions.
- Message retention – understanding and ability to share Kansas Corn information and positions on important issues

**Experience/Education/Other Requirements:**

- Agriculture experience required
- Strong oral and written communication and presentation skills
- Ability to work well with a team of coworkers and volunteer directors
- Knowledge of MS Office, email and social media software
- Overnight travel included, but minimal
- Work from home or Manhattan office
- Have access to computer and smart phone

Resumes may be submitted by email to Erin Rios at [erios@ksgrains.com](mailto:erios@ksgrains.com). Kansas Corn Growers Association is an Equal Employment Opportunity Employer