



# Vacancy Announcement

08-18

## Position Title and Location

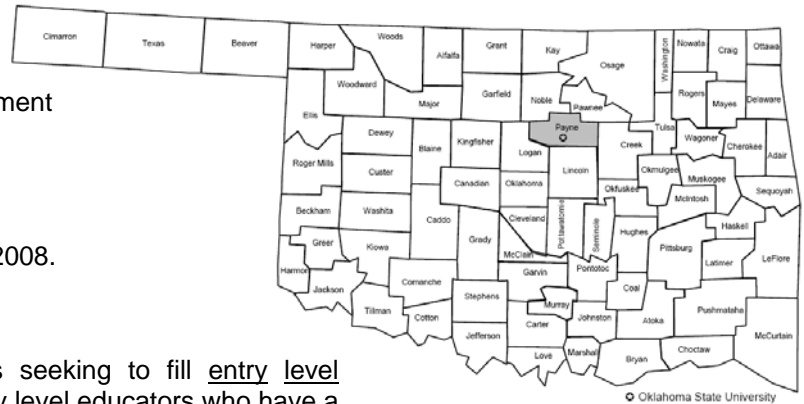
Extension Educator, Economic/Community Development  
Payne County, Stillwater, Oklahoma

## Date Available

This position is available on or after September 15, 2008.

## Salary

The Oklahoma Cooperative Extension Service is seeking to fill entry level educator positions. Beginning annual salary for entry level educators who have a master's degree is \$35,500 and \$32,500 with a bachelor's degree. Starting salary will be based on education and relevant prior experience.



## Job Summary

This position provides leadership and management to educational programs focusing on community leadership and local economic development.

The successful applicant will be a cohesive team member with other extension educators to involve local clientele, volunteers, and advisory groups in planning, implementing, and evaluating the total Cooperative Extension program. State and area specialists will be available to confer and cooperate in developing short courses and interdisciplinary programs. Position requires informing and cooperating with county extension director regarding contacts or conducting programs.

Primary emphasis of the position is an educational and informational resource for new or existing businesses in the county. This position is to develop, implement, conduct and evaluate an economic and community development program for the clientele of Payne County. Types of content may include community leadership development, strategic planning, organizational development, public issues education, needs assessments, and rural economic well-being and development, such as rural entrepreneurship, e-commerce, and information technology.

The successful applicant will promote the development and maturation of individual leadership with those in the community and civic organizations throughout the county.

This position will develop and implement a community leadership program that is flexible, inclusive and develops local ownership. The position will also organize community leadership to examine resources, problems, trends and opportunities to improve their community.

Audience for position will be diverse, from chambers of commerce to limited resource communities. The successful applicant will need to modify the process and content of the program to meet local needs. Educational content will be responsive to the needs of local communities.

Continuation of this position is subject to the need for the position, performance, availability of federal and state funds, and annual participation by the county in funding OCES by meeting or exceeding established contract guidelines.

## Qualifications

A master's degree in agriculture, family and consumer sciences, or in an area related to the responsibilities of this position is preferred with a bachelor's degree required. Extension educators hired with only a bachelor's degree are expected to work toward completion of an approved master's degree. Extension experience is desirable.

Demonstrates ability to effectively listen, communicate, and foster a professional image of OCES by displaying a positive view of the organization both internally and externally.

Demonstrates willingness and ability to effectively manage time and resources and adapts well to changing priorities, situations, and day-to-day demands.

Possesses and effectively demonstrates written and verbal communication and organizational skills.

Affirms a commitment to continued personal professional development.

Demonstrates leadership ability in designing, promoting, presenting, and evaluating educational programs for diverse audiences.

Provides evidence of ability to build and maintain relationships and work effectively with clientele, advisory groups, volunteers, and other professionals, etc.

Demonstrates competency and effective use of computing and computer-based communications technology.

The applicants must possess moderate knowledge and skills in grant processing including searches, grant writing, and general grant management.

Exhibits willingness to work extended hours, including evenings and weekends. Occasional overnight travel is required. Available personal transportation is required and a travel allowance is provided.

The person selected for this position is expected to establish and maintain their domicile in Payne County.

## Application Procedure

External applicants must be an "Approved Applicant" before consideration will be given for a vacant position. Applicants should submit a brief letter of interest.

OCES employees should submit a letter of interest that includes qualifications, previous professional responsibilities and achievements, and express how these relate to the vacant position. A current resume, an up-to-date transcript, and three letters of recommendation should be included. Recommendation letters should address the qualities that make the

applicant well suited for the responsibilities of the vacant position.

Review of applications will begin on **August 18, 2008**, and continue until a suitable applicant is identified. Send letter with appropriate attachments to:

**Agriculture Human Resources  
Room 235 Agricultural Hall  
Stillwater, OK 74078-6022  
Telephone (405) 744-5524  
Fax (405) 744-8863  
e-mail [cesjobs@okstate.edu](mailto:cesjobs@okstate.edu)**

*Extension educators are hired into the organization not into a specific geographical location. It is possible that future circumstances may require relocation. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply*

## Mission Statement

The mission of the Oklahoma Cooperative Extension Service is to disseminate information to the people of Oklahoma and encourage the adoption of research-generated knowledge relating to agriculture, family and consumer sciences, rural development, and 4-H youth development.

Information about the Division of Agricultural Sciences and Natural Resources may be accessed on the internet at: [www.dasnr.okstate.edu](http://www.dasnr.okstate.edu) Information about Cooperative Extension professional positions and the application process may be accessed on the internet at: <http://hr.dasnr.okstate.edu/OCES-careers>

**Equal Employment Opportunity:** Applicants will be considered without discrimination for any non-merit reason such as race, color, national origin, religion, gender, age, disability, or status as a Vietnam-era veteran.

**Oklahoma State University is an Affirmative Action/Equal Employment Opportunity employer committed to multicultural diversity. Oklahoma State University employs only U.S. citizens and lawfully authorized non-U.S. citizens. OSU participates in E-Verify to verify employment eligibility of all employees pursuant to the Oklahoma Taxpayer and Citizen Protection Act.**