



## Qualifications

A master's degree in Agriculture 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 highly 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 writing, communication, and organizational skills.

Affirms a commitment to continued personal professional development.

Demonstrates leadership ability in designing, promoting, presenting, and evaluating educational programs and the desire to program to reach diverse audiences.

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

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

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 Kay County.

## Application Procedure

**EXTERNAL APPLICANTS** must be an "Approved Applicant" before being considered for a vacant position (see ***Become an Approved Applicant*** at <http://jobs.dasnr.okstate.edu/jobs/OCES-careers/become-an-approved-applicant>). **Approved 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 **July 31, 2013**, 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/E-Verify employer committed to diversity.  
OSU is a tobacco-free campus.**