

## How to Apply for an Extension Educator Position

**BECOME AN APPROVED APPLICANT** To become an Extension Educator, you must first become an APPROVED APPLICANT. In order to become an APPROVED APPLICANT you must participate in a PRELIMINARY INTERVIEW. You will not be reimbursed for your travel expenses to participate in the preliminary interview. These are the steps you must complete in order to be contacted to schedule a PRELIMINARY INTERVIEW.

1. Gather your information. You must provide:

a. Official copy of transcript(s) for all college and/or university course work (Information on transcript(s) should include cumulative grade point average (GPA) and date degree conferred)  
Note: Refer to Degree & GPA Requirements; you must meet the minimum requirements to be considered for a preliminary interview. Minimum undergraduate cumulative GPA: 2.5.

b. A list of six (6) references (Please be sure to provide complete and accurate addresses for each reference. At least four of the six forms must be received before we can schedule your preliminary interview)

2. Access the OSU Job web site; <https://okstate.csod.com/ats/careersite/search.aspx?site=8&c=okstate>

3. Click on the box “Keyword or ReqID” and enter req85.

### Search Jobs:

To view a list of all job openings, click on the magnifying glass icon below. To narrow your search by campus or employment type, select your preference in the drop down fields below and click on the magnifying glass icon to refresh your search results.



Search Jobs

Posting Campus Employment Type Req195

Create Job Alert

Extension Educator Initial Application - ( Cooperative Extension | Staff Full-Time | Division of Agricultural Sciences and Natural Resources )

4. Click on the position – Extension Educator Initial Application.

5. Click “Apply Now”.



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Position Details

Req ID:	req195
Position Title:	Extension Educator Initial Application

6. Next, there will be questions to answer. When you get to the “Application” portion, you will be able to upload your resume/CV from your computer or type it into the space provided. You also need to upload six (6) complete references which include name, address, email address, and phone number and a copy of your official transcript(s).

7. You’re done! You should soon receive an email acknowledging your application. I will send out reference forms to the six people you have listed, and as soon as the fourth form is returned, you will be contacted to schedule your preliminary interview.