

## **Associate Vice President, Oklahoma Cooperative Extension Service Division of Agricultural Sciences and Natural Resources**

The Division of Agricultural Sciences and Natural Resources (DASNR), Oklahoma State University, invites nominations and applications for the position of Associate Vice President of the Oklahoma Cooperative Extension Service (OCES). This 12-month position is administratively responsible to the Vice President, Dean and Director.

The OCES employs more than 500 faculty, professional, and support staff. Employees are located on the OSU campus and in more than 80 locations throughout Oklahoma. The successful candidate will have a demonstrated commitment to the land-grant mission. More information can be obtained at <http://dasnr.okstate.edu>.

### ***Responsibilities***

The OCES Associate Vice President will provide transformative statewide, regional, and national leadership in fostering high-quality and effective Cooperative Extension Service programs relevant to Oklahoma needs in the 21<sup>st</sup> Century. The incumbent will:

- Lead long-range program planning, implementation and reporting for the OCES system.
- Work with the DASNR Vice President, Dean and Director to administer programs, personnel, and fiscal matters.
- Provide leadership to strengthen financial support for OCES with county, state, federal, and private sources.
- Provide leadership for engagement with county and state leaders and legislators to enhance extension programming.
- Actively seek input on program needs and to garner support for OCES from clientele and external organizations such as food and agricultural organizations, natural resource organizations and community health and wellness organizations, and other stakeholders.
- Cooperate with the Associate Vice President, Oklahoma Agricultural Experiment Station, Associate Dean of the College of Agricultural Sciences and Natural Resources (Academic Programs), the Dean of Human Sciences (Family and Consumer Sciences programs), and the dean of the Center for Veterinary Health Sciences to achieve effective coordination of teaching, research, and Extension programs.
- Manage day-to-day operations of OCES administrative issues.
- Maintain an active role in regional and national organizations such as the Association of Southern Region Extension Directors and Association of Public and Land Grant Universities.
- Maintain liaison with the USDA National Institute for Food and Agriculture, the Oklahoma Department of Agriculture, Food and Forestry, and other federal and state agencies to coordinate Extension and outreach efforts across organizations.
- Provide leadership for full compliance with the Affirmative Action and Equal Employment Opportunity Program in the OCES.
- Serve as a member of DASNR's executive team

### ***Qualifications***

- A terminal degree in a discipline related to the Cooperative Extension Service mission and appropriate academic and administrative experience;
- Scholarly and/or notable achievement in Cooperative Extension or University Outreach and Engagement sufficient to merit appointment as Professor with tenure in a department within DASNR;
- A comprehensive understanding of non-formal youth and adult education and program development processes;
- A demonstrated ability to serve effectively as an administrative leader; a proven ability to communicate effectively; and a demonstrated capability to manage personnel and budgets.
- An understanding of issues important to Oklahoma agriculture, families, youth and communities and a grasp of the means to provide visionary and progressive leadership in the development of innovative programs.
- A thorough understanding of all levels, programming areas, and aspects of the Cooperative Extension Service is essential with the ability to strengthen relationships with constituency groups at the county, state, and federal level.
- Prior experience in the Cooperative Extension System is preferred.

### ***Employment Conditions***

The position will be filled by January 3, 2018, or as soon thereafter as a qualified and acceptable applicant is available. Salary will be commensurate with experience and qualifications. Tenure will be in an appropriate academic department within the Division of Agricultural Sciences and Natural Resources.

### ***Nomination and Application Procedure***

While applications and nominations will be accepted until a successful candidate has been identified, interested parties are encouraged to submit their information by October 20, 2017 to receive optimal consideration.

Nominations should include the name, address, telephone number, and e-mail address of the nominee. Submit nominations to [jeff.edwards@okstate.edu](mailto:jeff.edwards@okstate.edu).

Candidates should submit a letter indicating interest, qualifications and experience, and a curriculum vita. Submit applications electronically to [jobs.okstate.edu](http://jobs.okstate.edu) requisition ID Req#3877.

Questions may be addressed to Dr. Jeff Edwards, Chair, Associate Vice President OCES Search and Screen Committee, 405-744-6130, or [jeff.edwards@okstate.edu](mailto:jeff.edwards@okstate.edu).

**More information about the Oklahoma Cooperative Extension Service can be accessed at:**

[www.dasnr.okstate.edu](http://www.dasnr.okstate.edu)

[www.oces.okstate.edu](http://www.oces.okstate.edu)

**More information about OSU & Stillwater can be accessed at:**

[www.okstate.edu](http://www.okstate.edu)

[www.visitstillwater.org](http://www.visitstillwater.org)

[www.stillwaterchamber.org](http://www.stillwaterchamber.org)

Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity and all qualified applicants will receive consideration for employment and will not be discriminated against based on age, race, color, religion, sex, sexual orientation, genetic information, gender identity, national origin, disability, protected veteran status, or other protected category. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings. OSU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c).