



**Assistant Director and State Program Leader  
Agriculture, Natural Resources and  
Community Economic Development Programs  
Oklahoma Cooperative Extension Service (OCES)**

**Division of Agricultural Sciences and Natural Resources (DASNR)  
Oklahoma State University, Stillwater, Oklahoma**

**Description**

The Assistant Director for Agriculture, Natural Resources, and Community Economic Development programs is responsible for providing aggressive, innovative and creative leadership to identify, plan, implement, coordinate, evaluate and report statewide Extension Agriculture, Natural Resources and Community Economics Development programs with campus and field staff. The Assistant Director is administratively responsible to the Associate Director, Oklahoma Cooperative Extension Service and is a member of the state program team. In this 12 month position, the Assistant Director assumes an active administrative role in matters pertaining to the Oklahoma Cooperative Extension Service, Agriculture, Natural Resources, and Community Economic Development programs. This includes, but is not limited to:

- Develop interdisciplinary cooperation for effective team efforts among units within the Division
- Foster priority programming efforts between County Educators, Area Specialists and State Specialists
- Assist in obtaining, allocating and managing fiscal, physical and human resources consistent with Oklahoma Cooperative Extension Service priorities, operations and conditions
- Understand roles and responsibilities of positions in the organization with the ability to communicate clearly to various individuals
- Assist with staff recruitment, screening, orientation, in-service education, development and performance appraisals
- Provide leadership in the development of the State Plan of Work and Accomplishments Report for Agriculture Natural Resources and Rural Development
- Monitor trends, changes, needs, desires and aspirations of clientele and professionals across the state
- Serve as the OCES working liaison with the Oklahoma Agricultural Experiment Station (OAES) and with appropriate federal, state and private agencies and organizations.
- Encourage cross program cooperation between the 1862, 1890 and 1994 programs
- Manage and maintain quality control of publications, and other educational media and materials

**Qualifications**

An earned doctorate with at least two degrees in an agricultural science or natural resource discipline from an accredited land-grant university, a minimum of seven (7) years of professional Cooperative Extension Service experience and the willingness and ability to be innovative and adapt to change. Qualifications and prior experiences must merit appointment as a full professor with tenure in one of the Division's academic departments.

Applicant's experience should demonstrate: proficiency in and knowledge of county, area and state programs; a thorough knowledge of the philosophy and objectives of the Cooperative Extension Service; skills in the programming process; resource development; competent management of resources; human relations skills; leadership skills and the ability to work effectively with people; oral and written communications; knowledge of electronic communication technology; an understanding of the development, implementation and evaluation of sound educational programs; and an understanding of team building, motivation and the program building process.

### **Employment**

This is a 12-month administrative position and carries tenure in one of the Division's academic departments. The position will be filled by December 7, 2015, or as soon thereafter as an acceptable applicant is available. Salary will be commensurate with qualifications.

### **Applications/Nominations**

While applications and nominations will be accepted until a successful candidate has been identified, interested parties are encouraged to submit their information by September 30, 2015, to receive optimal consideration.

Submit nominations and/or address questions to: Dr. Clint Krehbiel, Chair, OCES Assistant Director Search and Screen Committee, 405-744-6062, or [clint.krehbiel@okstate.edu](mailto:clint.krehbiel@okstate.edu)  
Nominations should include the name, address, e-mail address, and telephone number of the nominee.

Submit application materials to: <https://jobs.okstate.edu> (Search by keyword req819).  
Applicant materials should include a letter indicating interest, qualifications and experience, a curriculum vita, and a list of five names, with telephone number and e-mail address for those who may be contacted for additional information. References will not be contacted prior to telephone authorization from the applicant.

### **More information about OCES can be accessed at:**

<http://dasnr.okstate.edu>

<http://oces.okstate.edu>

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

<http://okstate.edu>

<http://visitstillwater.org>

<http://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, gender identity, national origin, disability or protected veteran status. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings.*