



Vacancy Announcement

11517

Position Title and Location

Nutrition Education Exhibit Coordinator
(Dependent on available grant/contract funds)
Headquarters: Oklahoma County, Oklahoma City, Oklahoma

Date Available

This position is available on or after February 16, 2015.



Job Summary

Coordinate and supervise the nutrition education exhibit implementation; instruct and supervise volunteers in the set-up and break-down of the exhibit, train volunteers on content script and age-appropriate teaching styles, and ensure the participants have a positive & educational experience. Maintain the integrity of the nutrition education exhibit and the accompanying educational props.

Work with educators to provide and evaluate nutrition education exhibit pre and post program curriculum to be taught in the classroom, including conveying the purpose and value of the program, as well as training educators on the total program curriculum. Provide recommendation and suggested improvements to the program through both formal and informal (observations) sources.

Assist with promoting the program, including communicating with school administrators and educators. Represent OSU's nutrition education exhibit to elementary schools and other organizations throughout Oklahoma, providing information about the program.

Develop, maintain, and submit progress reports as needed by OCES and administration.

Responsible for transporting exhibit to schools throughout Oklahoma, including driving and maintaining University vehicle, as well as ensuring the exhibit is maintained in order to keep the program operational and professional in appearance at all times. Responsible for making own travel arrangements, identifying location destinations and routes, and scheduling hotel accommodations.

Conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state, and region affirmative action plans.

Work closely and coordinate activities and program with the CNEP State Coordinator and OCES Youth and Maternal Nutrition Specialist.

This position receives administrative leadership from district staff and the State CNEP Coordinator and will work under the direction of the OCES Assistant Director and the Department Head of Nutritional Sciences.

Continuation of this position is subject to the need for the position, performance, and availability of funding.

Qualifications

A master's degree in health, nutrition, education, or comparable degree is preferred with a bachelor's degree required.

Affirms a passion for nutrition and youth education.

Demonstrates the ability to understand, interpret, and communicate relevant information to diverse audiences.

Possesses excellent organizational, scheduling, and written skills.

Shows the ability to work with minimum supervision in an unstructured setting and the ability to supervise others.

Have the ability to drive a 12-passenger cargo van through out Oklahoma, to transport the educational exhibit to/from schools and assist with set-up and tear down of exhibit. Some overnight travel is required.

Provides evidence of, and ability to maintain, a clean driving record.

Demonstrates ability to work effectively as a team member within the department and the Cooperative Extension Unit and ability to maintain cooperative working relationships with external partners.

Application Procedure

External applicants must submit a brief letter of interest. A resume may be submitted; however a resume will not be accepted in place of the completed application form.

Current 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.

All applications should be submitted through <http://jobs.okstate.edu> . The listing number for this position is 11517.

Review of applications will begin **February 13, 2015**, and continue until a suitable applicant is identified. **Submit application materials 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)**

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 Information about Cooperative Extension professional positions may be accessed on the internet at: <http://hr.dasnr.okstate.edu/OCES-careers>

OSU is an EEO E-Verify employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, genetic information, sex, sexual orientation, gender identity, national origin, disability, or veteran status.