

How to Apply for an Extension Educator Position

ALREADY AN APPROVED APPLICANT? Go to APPLICATION PROCESS

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 Jobs web site; www.jobs.okstate.edu
3. Setup Username/Password and Create an Application
4. In the orange menu bar, click 'Search Listings'. Search for listing #10127

Search Listings

To view open listings, please enter your search criteria below. You may view all open listings by not specifying any search criteria and clicking on the **Search** button.

The screenshot shows a search form with the following fields:

- Category: Any
- Location: Any
- Requisition/Listing Number: 10127 (highlighted with a yellow arrow)
- Approved Position Title: (empty)
- Campus: Any
- City: Any
- Position Type: Any

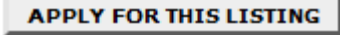
At the bottom of the form are two buttons: **SEARCH** (highlighted with a yellow arrow) and **CLEAR RESULTS**.

5. Click 'View' to access the listing


The screenshot shows the Search Results page with the following table:

| Position Title | Department | Campus | Job Open Date | Closing Date | Position Type |
|--|--|-----------------|---------------|-------------------|---------------|
| OK Cooperative Extension Service "Initial" Application View (highlighted with a yellow arrow) | AC C2001 - DIV OF AGRICULTURAL SCI & NAT RSRCS | DASNR Extension | 01-06-2014 | Open Until Filled | Staff |

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6. After reviewing the job information, click 
7. Attach official copy of transcript(s) and a list of six (6) references

3 Records

|  Required | Attach / Remove | Document Type | Attached Document | View Document |
|--|------------------------|----------------------|-------------------|---------------|
| * | Attach | List of References | | |
| | Attach | Resume | | |
| | Attach | Academic Transcripts | | |

YOU'RE DONE . . . now DASNR Human Resources will do the following:

- review your information to ensure GPA and degree requirements are met
- provide reference check forms to the individuals on your reference list
- after receiving four completed reference forms; contact you to schedule a Preliminary Interview
- Following your Preliminary Interview, notify you (usually by email) of your "Approved Applicant" status. If you are notified that you have been 'approved', you may apply for Extension Educator positions.

APPLICATION PROCESS

You must be an APPROVED APPLICANT before applying for an Extension Educator position.

- Access the OSU Jobs web site; www.jobs.okstate.edu
- Create an Application, if you haven't previously
- In the orange menu bar, click 'Search Listings'
- Click on the dropdown arrow for 'Campus' and select **DASNR Extension**; click Search
- This will bring up a list of current vacant positions. You may apply to more than one position.