



# Vacancy Announcement

Req347

## Position Title and Location

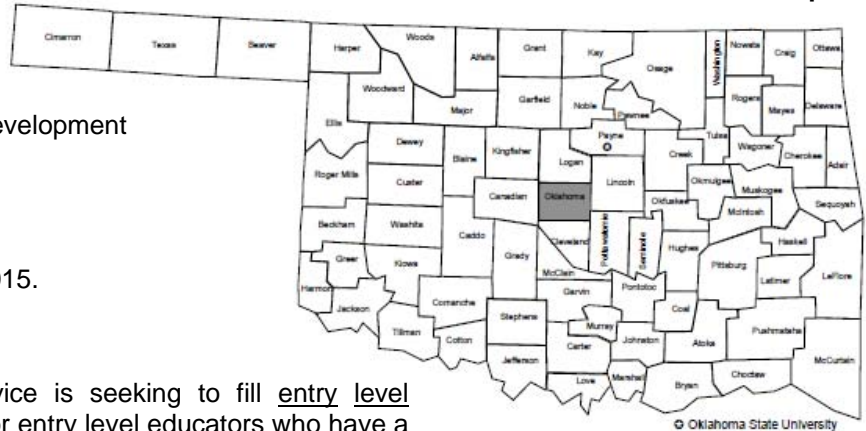
Extension Educator, Horticulture/4-H Youth Development  
Oklahoma County, Oklahoma City, Oklahoma

## Date Available

This position is available on or after June 5, 2015.

## Salary

The Oklahoma Cooperative Extension Service is seeking to fill entry level educator positions. Beginning annual salary for entry level educators who have a master's degree is \$36,500 and \$33,500 with a bachelor's degree. Starting salary will be based on education and relevant prior experience.



## Job Summary

This position provides educational leadership for both adults and youth in the area of horticulture programs at the county level with an emphasis on home horticulture.

Participates as a cohesive team member with other Extension educators to involve local clientele, advisory groups, adult and junior master gardeners, area and state specialists, commodity groups, and other necessary resources in the planning, implementation, and documentation of the impact of horticultural programming offered in the county.

Utilizes a variety of educational methods to deliver horticultural and 4-H programming including: direct teaching, creating PowerPoint presentations, conducting demonstrations accompanied by workshops and field days, working with local news media, electronic communication, and writing a bi-monthly newsletter February through November.

Works collaboratively with local Extension educators to coordinate and promote youth activities including: organizing volunteers, horticulture judging teams, 4-H workshops, and providing urban horticultural activities including: community gardening and greenhouse activities at the Kirkpatrick 4-H Farm in Yukon, OK and providing educational programs for civic groups and other adult extension audiences.

Recruits, trains and organizes both junior and adult master gardeners to assist in all aspects of the county's horticulture programming endeavors.

Daily assists clientele with individual horticulture questions and making homeowner visits as deemed necessary for the proper handling of clientele horticulture concerns.

Utilizes a working knowledge of Integrated Pest Management (IPM) practices while carrying out the duties of this position.

Secures outside resources and funding to enhance horticultural activities and collaborates with local civic and local garden clubs to promote the county Extension horticulture program.

Ensures that all youth and adults have an equal opportunity to participate in Extension programs regardless of race, color, national origin, religion, gender, age, disability, or status as a Vietnam-era veteran.

All educators share responsibility for Youth and Rural Development Programs.

Continuation of this position is subject to the need for the position, performance, availability of federal and state funds, and annual participation by the county in funding OCES by meeting or exceeding established contract guidelines.

## Qualifications

A master's degree in agriculture is preferred with a bachelor's degree required. Preference will be given to those with a degree in horticulture. Experience/education in entomology and plant pathology helpful. Extension educators hired with only a bachelor's degree are expected to work toward completion of an approved master's degree. Extension experience is desirable.

Demonstrates ability to effectively listen, communicate, and foster a professional image of OCES by displaying a positive view of the organization both internally and externally.

Demonstrates willingness and ability to effectively manage time and resources and adapts well to changing priorities, situations, and day to day demands.

Possesses writing, communication, and organizational skills.

Affirms a commitment to continued personal professional development.

Demonstrates leadership ability in designing, promoting, implementing, and evaluating educational programs and the desire to program to reach diverse audiences.

Provides evidence of ability to build and maintain relationships and work effectively with clientele, advisory groups, volunteers, other professionals, etc.

Demonstrates competency and effective use of computing and computer-based communications technology.

Exhibits willingness to work extended hours including evenings and weekends. Occasional overnight travel is required. Available personal transportation is required and a travel allowance is provided.

The person selected for this position is expected to establish and maintain their domicile in Oklahoma County.

## Application Procedure

**EXTERNAL APPLICANTS** must be an "Approved Applicant" before being considered for a vacant position (see **Become an Approved Applicant** at <http://jobs.dasnr.okstate.edu/jobs/OCES-careers/become-an-approved-applicant>).

**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.

*Extension educators are hired into the organization not into a specific geographical location. It is possible that future circumstances may require relocation. 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](http://www.dasnr.okstate.edu) Information about Cooperative Extension professional positions and the application process 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.*

All applications should be submitted through <https://okstate.csod.com/ats/careersite/search.aspx?site=8&c=okstate>. The Keyword for this position is req347.

Review of applications will begin on **May 15, 2015**, and continue until a suitable applicant is identified.

Any questions can be directed 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)**