



## COLLEGE OF EDUCATION AND HUMAN SCIENCES

### **Assistant Director, Oklahoma Cooperative Extension Service/Family Consumer Science Program Leader and Associate Dean, College of Education and Human Sciences**

#### **About Us**

The Oklahoma Cooperative Extension Service (OCES) provides a link between Oklahoma State University (OSU) and the people of the state in all 77 Oklahoma counties. The OCES represents a federal, state, and county partnership working since 1914. The mission of OCES is to disseminate information to the people of Oklahoma and encourage the adoption of research-generated knowledge. Family and Consumer Sciences Educators provide research-based information to advance the socio-economic development of the state and have an impact on issues that address the critical areas of food, nutrition, health, the environment, personal safety, employment, personal financial management, child and family resilience, and quality of life.

Oklahoma State University is a land-grant institution with more than 35,000 students across a five-campus system. OSU has more than 264,000 graduates serving the state of Oklahoma, the nation, and the world. The University's main campus is located approximately 60 miles between Oklahoma City and Tulsa, in Stillwater. The newly formed College of Education and Human Sciences (CEHS) brings together programs from the former College of Education, Health and Aviation and the College of Human Sciences. People are at the core of all we do to enhance and improve lives. CEHS has 195 faculty and more than 180 full-time staff support 7 academic units offering over 100 undergraduate, graduate, certificate, and online academic programs.

#### **The Position**

Oklahoma State University seeks a visionary leader to foster development of innovative, impactful educational programs from CEHS to address critical needs of Oklahoma citizens. The role includes identifying new and emerging issues, prioritizing programs, building internal and external partnerships for programming, pursuing new resources for program support, and facilitating program delivery and assessment. The Assistant Director/Program Leader and Associate Dean is administratively responsible to the Associate Vice President, Oklahoma Cooperative Extension Service (OCES), and the Dean of the CEHS.

Responsibilities include:

#### **Leadership**

- Provide direction for the needs assessment, planning, implementation and evaluation of innovative, collaborative, and interdisciplinary research-based educational programs.
- Engage clientele, local educators, external stakeholders, campus entities and other land-grant universities in developing and implementing innovative and effective programs through needs assessment, planning, impact assessment and reporting processes.
- Work collaboratively with other members of the management team on OCES-wide planning, problem-solving, policy making, and special initiatives.
- Develop strategies for staffing, marketing, funding and promoting family and consumer science Extension programs at county and state level.
- Adopt and use progressive technologies and communication methods.

- Promote the diversity, inclusion and equity goals and policies of OSU and Extension in all interactions with stakeholders, employees, volunteers and the public.
- Collaborate with 1890 and 1994 Extension programs to promote program coordination and cooperation to meet the FCS program objectives of all three land-grant entities.
- Represent the College and OSU Extension to external state and national organizations and agencies and contribute through leadership and service to the educational and policy efforts at the state, multi-state and national levels.

#### Administration

- Help recruit, hire, guide, coordinate and review performance of county educators and district and state specialists with FCS responsibilities.
- Develop and deliver a strong, focused professional development program for field and campus staff to enhance subject matter expertise, encourage scholarship, incorporate new delivery methods and implement innovative Extension programs with OCES program and personnel development staff.
- Report on impact and outcomes of family and consumer science Extension programs.
- Exercise general administrative, personnel and fiscal management of resources to address priorities through Extension programs.
- Collaborate with the Associate Vice President, OCES, to determine statewide educator position priorities and position descriptions.
- Cooperate with the Community Nutrition Education Program State Coordinator for program implementation statewide.
- Serve as the state advisor to Oklahoma Home and Community Education, Inc., the Oklahoma Extension Association of Family and Consumer Sciences and the Family Consumer Science Ambassadors.
- Encourage development of grants and contracts to leverage program resources.

This position also manages other duties as assigned. The leader reports to the Associate Vice President, OCES, with input from the Dean (or vice versa depending on the funding provided from each?).

#### Requirements

This is a 12-month, tenure-track position. Requirements include:

- Ph.D. in subject matter/discipline field that qualifies for academic appointment in one of the departments within the College of Education and Human Sciences at OSU. A record that qualifies for the rank of professor is preferred.
- Administrative experience, with preference for administrative experience in the land-grant system.

#### Experience

- Documented success in developing, implementing and evaluating research-based Extension/engagement programs confirmed by a national reputation for expertise.
- Demonstrated success in program management including finances, procurement of extramural funds, personnel supervision, and problem-solving.
- Demonstrated ability to strategically lead a comprehensive, innovative team of diverse constituencies at local, district, state, regional and national levels.
- Demonstrated understanding and commitment to the land-grant mission.
- Demonstrated effectiveness in verbal and written communications and success in team leadership.

#### Application Procedures

The position is to be filled by January 1, 2022 or as soon thereafter as a suitable candidate is available. Salary commensurate with qualifications and experience. Review of applications will begin September 30, 2021. Interested

applicants must apply via OSU's online applicant tracking system at <http://jobs.okstate.edu> for the position labeled req9999.

Applicants will submit:

- Letter of application that describes qualifications, previous professional responsibilities, achievements, administrative philosophy and leadership style and describe how these apply to the position sought.
- Professional resume
- Name, email address and phone number for five references the committee may contact for additional information. References should be familiar with the qualities that make the applicant well-suited for this position. References will not be contacted prior to authorization by the candidate.

Questions may be addressed to Dr. Steve Beck, Search Committee Chair, [steve.beck@okstate.edu](mailto:steve.beck@okstate.edu).

### **General Information**

More information about OSU Family & Consumer Sciences can be found at <https://extension.okstate.edu/programs/family-and-consumer-sciences/index.html>

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[College of Education and Human Sciences](#)

[College of Education and Human Sciences Outreach](#)

[Family and Consumer Sciences Extension](#)

### **Equal Employment Opportunity**

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit <https://eeo.okstate.edu>.