

**Job Summary**

Position Type: Staff

Approved Position Title: Extension Assistant

Position Number: 534459

Campus: Stillwater

City: Stillwater

Department: AC C2181 - AGRICULTURAL ECONOMICS

Hiring Range: \$2085-\$3091/mo; (Contingent upon available funding.)

Work Schedule: Hours may vary from 8:00 - 12:00 and 1:00 - 5:00 pm, Monday through Friday, may include some evening and weekend time. May also include in and out-of-state travel.

Listing date: 09-06-2012

Closing Date: Open Until Filled

**Job Summary:** This person will conduct applied research and prepare solid waste educational material, including workshops promoting recycling and other environmentally friendly topics. The professional will need to be proficient in spreadsheets, Microsoft Word, PowerPoint, and basic economic tools. This person will present material to local, state, regional, and national audiences. The professional will represent Oklahoma Cooperative Extension on State and Regional committees that derive rural solid waste policy. This position is a 12-month appointment funded by grants and is contingent upon grant funds. The position is currently funded through September 30, 2013. Continuation of employment beyond this date is dependent upon performance, need for the position, and availability of funds.

**Special Instructions to Applicants** Transcripts ARE required. They may be scanned as an attachment or mailed to:  
 Joyce Grizzle  
 Agricultural Economics  
 308 Ag Hall  
 Stillwater OK 74078

For maximum consideration, deadline for receipt of application material is September 21. However, the position will remain open until filled.

Background Check Type: Criminal History Records Check

If Other, please specify:

Requisition/Listing Number: 08557

**Education and Experience****Required**

Field of Study: Ag Econ or related field

Location: OSU/Stillwater

Degree: Bachelor's

Experience:	Experience with computers and spreadsheets would be helpful. Effective oral and written communications skill are required.
Certifications, Registrations, or Licenses	Valid Driver's license
Skills, Proficiencies and Knowledge	
<b>Preferred</b>	
Field of Study:	Ag Econ or related field
Degree:	Master's
Experience:	
Certifications, Registrations, or Licenses	
Skills, Proficiencies and Knowledge	

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Staff are available to assist with accommodation requests and assistance. For assistance, please call 405-744-7401 or email at [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu).  
 For in-person assistance, please visit Human Resources at 106 Whitehurst.

OSU is an AA/EE/E-Verify employer committed to diversity, for more information go to [www.afirmact.okstate.edu](http://www.afirmact.okstate.edu).