

Position Details

Req ID:	req3741
Position Title:	Extension Assistant
Position Type:	Staff Full-Time
Position Number:	534459
OSU Campus:	Stillwater
Department:	AGRICULTURAL ECONOMICS
Location Address:	Stillwater, Oklahoma United States
Hiring Supervisor:	Brian Whitacre
Hiring Range: (Contingent upon available funding):	2,719.00 - 4,297.00, Salary
Work Schedule:	8:00 - 5:00 with a 1 hour lunch.
Faculty Appt Period:	
Job Summary:	<p>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.</p> <p>This position is a 12-month appointment funded by grants and is contingent upon grant funds. Continuation of employment beyond this date is dependent upon performance, need for the position, and availability of funds.</p> <p>Hours may vary from 8:00 - 12:00 and 1:00 - 5:00 p.m., Monday through Friday. May include some evening and weekend time. May also include in- and out-of-state travel.</p> <p>Must be able to lift and carry materials weighing up to 15 pounds.</p>
Special Instructions to Applicants	A resume is required to complete application

Education & Experience

Position Qualifications:	<p>Required:</p> <p>Bachelor's in Ag Econ or related field</p> <p>One year of related experience.</p> <p>Requires effective oral and written communication skills.</p> <p>Proficient in computer use.</p> <p>Valid Driver's license</p> <p>Must be able to lift and carry materials weighing up to 15 pounds.</p> <p>Preferred:</p> <p>Master's in Ag Econ or related field</p>
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