

**ASSOCIATE DEAN  
FOR EXTENSION AND ENGAGEMENT  
OKLAHOMA STATE UNIVERSITY  
COLLEGE OF HUMAN ENVIRONMENTAL SCIENCES/  
OKLAHOMA COOPERATIVE EXTENSION SERVICE  
POSITION ANNOUNCEMENT**



**POSITION:** Associate Dean for Extension and Engagement

This is a full time administrative position jointly funded by the Oklahoma Cooperative Extension Service (OCES) and the College of Human Environmental Sciences (CHES). The Associate Dean for Extension and Engagement is administratively responsible to the Associate Director of OCES and the Dean of CHES.

**RESPONSIBILITIES:**

- \* Direct FCS Extension and CHES Engagement programs.
- \* Provide vision and state-wide leadership for Family and Consumer Sciences Extension programs that fosters the tri-part mission of a land-grant institution.
- \* Provide new vision and leadership in coordinating and integrating the Engagement activities of all faculty (teaching, research and extension faculty) in CHES.
- \* Serve as a member of the CHES Executive Council and OCES Administrative Group.
- \* Ensure collaboration and coordination of FCS programs and plans with departmental, CHES and OCES/ DASNR work plans.
- \* Guide and coordinate the interfacing of FCS programs with district and county level programming.
- \* Coordinate FCS efforts with OCES functions involving 4-H, Agriculture/Natural Resources, and Rural Development.
- \* Compile assessments of critical Oklahoma societal needs for FCS and HES and share them with departments, CHES and OCES during program development.
- \* Support and administer the development of programming for the state's minorities and non-traditional clientele.
- \* Support CHES and DASNR international and intercultural opportunities, activities, and programs.
- \* Direct impact evaluation and assessment of FCS programs and assist with impact evaluation of OCES and CHES programs in general.
- \* Provide recommendations in the budgeting process and administer the FCS budget.
- \* For CHES faculty with OCES appointments, provide input for appraisal and reappointment, promotion and tenure materials and provide an assessment to the appropriate Department Head of each faculty member's Outreach performance.
- \* Provide input for faculty salary recommendations to Department Heads and make recommendations to the CHES Dean and OCES Associate Director to assure consistency of salary recommendations across departments and the goals of OCES and CHES programming.
- \* Provide budget and programmatic reports as requested by OCES/ DASNR and CHES.
- \* Represent FCS programs at the college level, and with external agencies in order to build and maintain partner relationships.
- \* Coordinate input from field staff and advisory groups as related to FCS extension programming.
- \* Function as a team member in development activities.
- \* Facilitate College efforts to achieve excellence and to increase national prominence.

**QUALIFICATIONS:**

- \* Earned doctorate required in an appropriate area of specialization (human sciences or a related discipline) from an accredited university.
- \* Academic credentials and previous faculty experience that merit a faculty appointment in a department within the College.
- \* Experience in, and appreciation of, the land grant university mission, its role and expectations.
- \* Leadership of Cooperative Extension programs and/or other forms of Outreach programming.
- \* Excellence in program delivery to external constituencies and knowledge of the technologies and available alternative formats/media/methods of program delivery.
- \* Successful administrative experiences.
- \* Leadership abilities in relating to people, generating resources, facilitating teamwork, and cooperatively setting goals.
- \* Fiscal management competence.
- \* Willingness and demonstrated ability to take responsible risks and make decisions.
- \* National visibility through leadership and participation in academic and professional organizations.

- \* Ability to communicate and interact effectively with College and campus administrators, faculty, and staff, students, community groups, and professional, business, industry, government, and legislative related constituencies.
- \* Experience with similar diversity in College specializations preferred: human development, family science, interior design, apparel design and merchandising, nutritional sciences, and hotel and restaurant administration.
- \* Knowledge of and experience with development activities (preferred).
- \* Knowledge of and experience in obtaining and administering grants/contracts (preferred).

Applications should include a comprehensive letter expressing interest and describing qualifications, a curriculum vitae and a list of names, addresses and phone numbers of references familiar with candidate's work. To ensure consideration, applications should be received by December 1, 2009. Nominations and applications should be sent to:

Christine Johnson, Associate Dean  
Chair - Search and Screening Committee  
College of Human Environmental Sciences  
Stillwater, OK 74078-6113  
405-744-1744; 405-744-7113 (fax)  
E-mail: christine.johnson@okstate.edu