



Nutritional Sciences

COLLEGE OF HUMAN SCIENCES

The Department

The Department of Nutritional Sciences offers a comprehensive educational experience for ~500 undergraduate and ~60 graduate students who are interested in promoting the health and wellness of individuals as well as communities through the prevention and treatment of disease. As a major in Nutritional Sciences, students can declare options in Allied Health, Human Nutrition/Pre-Medical Sciences, Dietetics, and Community Nutrition. Working with master's degree and doctoral students, our graduate faculty are preparing the next generation of nutritional scientists. Our dietetic interns earn master's degrees before completing their rotations. Faculty members working with the Oklahoma Cooperative Extension Services affect the lives of individual Oklahomans for the better by applying research findings to real-life settings in homes, schools, and businesses. For more information, visit <http://humansciences.okstate.edu/nsci>.

College of Human Sciences

The College of Human Sciences (CoHS) is home to three Departments and one School: Nutritional Sciences, Human Development and Family Science, and Design, Housing, and Merchandising and the School of Hospitality and Tourism Management. As a partner with the Division of Agriculture Sciences and Natural Resources, CoHS has access to Oklahoma Agricultural Experiment Station funding and Family and Consumer Sciences educators in Oklahoma's 77 counties. To learn more about CoHS, visit <http://humansciences.okstate.edu>.

The University

OSU is a comprehensive land-grant institution with an enrollment of ~22,000 students and is committed to excellence in instruction, research, and outreach. In addition to the main campus in Stillwater, OSU also has campuses in Tulsa, Oklahoma City, and Okmulgee. Stillwater, a city of ~49,000 residents, is situated 65 miles from Oklahoma City and Tulsa and 250 miles from Dallas and Kansas City. A variety of activities are available on campus and in the community including music, drama, art, speakers, outdoor recreation, and sporting events. OSU, America's Healthiest Campus, offers employees free membership to the Colvin Recreation Center and Seretean Wellness Center. For more information, please go to <http://go.okstate.edu> (for OSU) or <http://www.visitstillwater.org> (for the City of Stillwater).

Associate Extension Specialist/Program Coordinator

The Oklahoma State University Department of Nutritional Sciences is seeking a qualified candidate to fill an open non-tenure track faculty position at the rank of Associate Extension Specialist who will serve primarily as the Community Nutrition Education Programs (CNEP) Coordinator. The individual in this position will be responsible for the overall leadership, implementation, and management of the SNAP-Ed and EFNEP grant programs administered through the Oklahoma Cooperative Extension Service (OCES). The ideal candidate for this position will possess extensive experience in developing, implementing, providing, and evaluating education programming provided through the Cooperative Extension system. This 11-month position (renewable contingent upon available funding) will start July 1, 2018. In addition to a competitive benefits package, the salary is commensurate with candidate qualifications and experience.

Qualifications

- Master's degree in Nutritional Sciences, Dietetics, FCS, Human Sciences, Health Education, or a related field.
- Additional credential (e.g., RDN or MPH) is desirable.
- Experience and documented success in program planning, proposal development, and personnel and budget management.
- Administrative or project management experience of federally-administered grants.
- Experience leading, managing, and evaluating nutrition education programs.

Responsibilities

Major responsibilities of the position include, but are not limited to, the following:

- Develop and maintain a comprehensive and current knowledge base in community nutrition education programs.
- Interpret federal regulations to develop a successful funding proposal for each program (SNAP-Ed and EFNEP) including a plan of work, approaches, personnel management and budget.
- Provide sound fiscal management of CNEP programs.
- Provide leadership in all aspects of hiring, training, supervising, appraising performance and development of CNEP personnel.
- Provide leadership in all aspects of program delivery.
- Assess the needs and effectiveness of programs and delivery systems in coordination with Nutrition Extension Specialists.
- Prepare and submit progress reports to funding agencies and OCES administration.
- Review CNEP program accomplishments and provide feedback to OCES District Directors and Family and Consumer Sciences (FCS) District Program Specialists.
- Disseminate evidence-based information through a variety of media and professional outlets.
- Assure program compliance with all Extension, federal, state, university, agency, partner, and department reporting requirements.
- Collaborate with other agencies and partners at the university, state, and federal levels.
- Assist with statewide functions and perform committee assignments related to Extension programs.

How To Apply:

Applications will be accepted online at <https://jobs.okstate.edu>. Please search for **requisition number 4529 (req4529)**. Please be prepared to enter or attach the following documents:

- Resume/Curriculum Vitae.
- Letter of Application/Cover Letter (2-page maximum) describing relevant professional experience for this position.
- Contact information for **three references** including mailing address, e-mail address, and phone number.

To ensure consideration for this position, application materials must be received by March 26, 2018, though the review of applications will continue until the position is filled.

- For questions about the **position**, contact Dr. Janice Hermann by email at janice.hermann@okstate.edu or at 405-744-5040.
- For questions about the **application process**, contact OSU Human Resources by email at osu-hr@okstate.edu or at 405-744-7401.

Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity and all qualified applicants will receive consideration for employment and will not be discriminated against based on age, race, color, religion, sex, sexual orientation, genetic information, gender identity, national origin, disability, protected veteran status, or other protected category. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings. OSU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c).