OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF AGRICULTURAL ECONOMICS

POSITION ANNOUNCEMENT

Position Title: Assistant Extension Specialist

Position Type: Non-Tenure Track Faculty Position in Agricultural Economics

Major Responsibilities (approximately ½ time): The person in this position will be the leader for the OSU tax education program and will coordinate the OSU Tax Schools conducted through the Agricultural Economics Department. The tax schools currently include nine 2-day Fall Farm and Business Tax Institutes, two 2-day OSU Summer Tax Clinics, and two 1-day Special Topics Course. Instructor responsibilities include teaching the agricultural issues materials for the schools. Coordination responsibilities include maintaining strong relationships with the Oklahoma Tax Commission and clientele organizations; negotiating contracts for instructors; working with instructors to determine topics to be taught; making teaching assignments; working with Agricultural Conference Services to schedule, publicize, and conduct workshops; compiling workshop evaluations and reporting results to instructors and DASNR administration; and other duties as required for the success of the schools.

Other responsibilities related to the farm income tax education program include:
- representing OSU on the Land Grant University Tax Education Foundation by providing input concerning topics to be covered, editing, and subject matter,
- representing OSU as a member of the National Extension Advisory Committee on Federal Taxation which cooperates with the IRS and USDA in Washington D.C. to produce the IRS Publication 225, Farmer’s Tax Guide,
- developing publications and educational program materials on income and estate taxation directly affecting Oklahoma farm and ranch families, and
- developing materials and training for extension educators to be disseminated through traditional extension delivery systems, websites, and other appropriate methods.

Additional Responsibilities: Additional responsibilities will focus on supporting the Agricultural Economics Department’s farm management extension programs. These include partnering with state and area extension specialists to develop educational materials for use by county educators and conducting educational programs to meet clientele needs. Dissemination of information will be accomplished through county educators and via personal presentations, websites, publications, conferences, producer meetings, and other delivery methods.

Potential areas of responsibility include business structures, estate planning, intergenerational transfer, retirement planning, oil and gas leasing, agricultural machinery costs, risk
management, agricultural investment analysis and long-term planning, farm and ranch enterprise analysis, and other areas as needed.

**Qualifications:** A master’s degree is required in Agricultural Economics, Finance, Accounting or other closely related degree. Experience in Extension education/outreach is preferred. Strong verbal and written communication skills are required.

**Salary:** Commensurate with Qualifications.

**Application:** For full consideration, applications should be received by October 1, 2007. However, the position will remain open until filled. Applicants are requested to submit a letter of application, resume, three references (name, address, and phone number) and transcript(s) of all university credits to:

Dr. Mike Woods, Head  
Department of Agricultural Economics  
Oklahoma State University  
Stillwater, Oklahoma 74078  
Telephone Number (405) 744-6161

OSU is an AA/EEO employer committed to multicultural diversity