

**Oklahoma State University
College of Human Environmental Sciences
Department of Design, Housing and Merchandising
Cooperative Extension
Research Assistant Job Description**

I am looking for a detail oriented individual to work on activities related to Oklahoma State University (OSU) Cooperative Extension. OSU is located in Stillwater, Oklahoma.

About OSU Cooperative Extension:

OSU is Oklahoma's land grant institution. Land grant institutions are charged with providing research-based information to consumers via a network of state specialists and county educators. This content area for this position is housing.

About Cooperative Extension Housing content area:

The housing content area will consist of several banner programs. These programs include but are not limited to: (1) indoor air quality, (2) water, energy, and waste, and (3) maintaining housing. Candidate will have the opportunity to work on banner programs from concept driven by theory to completion.

What is expected:

I am looking for an individual with the following skills:

Strong methods and critical thinking skills.

I am looking for someone who can assist with Cooperative Extension research projects. Tasks include data collection and analysis using methods suitable for scholarly publication. Knowledge of Excel is a must. Knowledge of SAS is preferred. You may have the opportunity to publish as a co-author.

Strong writing skills.

I am looking for someone who can keep Cooperative Extension educators abreast of current housing issues. Candidate will gather information about housing and the near environment. This information will be presented to educators in a variety of formats, including but not limited to electronic news briefs. In addition to increasing educator knowledge, information will be used by educators with their constituents.

Design skills.

Cooperative Extension educators have the need for brief publications featuring housing information. These publications are written for low-literacy audiences and must be pleasing to the eye. Guiding consumers to choose OSU Cooperative Extension as their source of information is imperative in this day of ever-present technology.

Benefits:

This assistantship may lead you to a fulfilling career with Cooperative Extension. I started my career with Cooperative Extension as a graduate student. I am looking for someone who will work with me long term, as I see this as an opportunity to provide the right individual opportunity for professional growth. The position is .25 FTE. Start date: Fall 2010. Class work begins August 23; orientation required before this date.

Interested?

- Visit the OSU Department of Design, Housing and Merchandising at www.ches.okstate.edu.
- Visit the OSU Cooperative Extension website at www.oces.okstate.edu.
- Contact me at 405.744.9521 or gina.peek@okstate.edu

Gina Peek, Ph.D.
Housing and Consumer Specialist
Oklahoma State University Cooperative Extension
443 Human Environmental Sciences
405.744.9521
gina.peek@okstate.edu