

# Oregon State University Extension Service

## Job Announcement

### Assistant to the Outdoor School Program Leader

The Division of University Outreach and Engagement, Extension Service at Oregon State University invites applications for a full-time, 12-month, fixed-term professional faculty, Assistant to the Outdoor School Program Leader.

The Division of University Outreach and Engagement at Oregon State University enhances access to enrichment and problem solving through reciprocal relationships for the exchange of knowledge and resources in partnership with individuals, communities, business, industries, government and educational institutions. The Division includes the OSU Extension Service. The Outdoor School (ODS) Program resides within the OSU Extension Service and advances the Extension Service's vision, mission, and goals through the statewide engagement of School Districts and Educational Service Districts in Outdoor School. The ODS Program helps Oregon's youth develop leadership, critical thinking and social skills; and exposes them to the role of scientific inquiry and applied learning. The long-term goal of this ODS Program is to integrate placed-based programs into the Oregon school system that build upon youth's skills in hands-on science and their abilities to be effective stewards and leaders in their community.

As a member of Outdoor School Program, the Assistant to the Outdoor School Program Leaders is responsible for providing administrative support and executive-level assistance to the Outdoor School Program Leader to assist with meeting the goals of this Program. This will include the following primary duties:

- Works closely with the ODS Program Leader in developing strategy and materials for engaging targeted audiences. Relieves the Program Leader of administrative details not requiring that individual's personal attention.
- Maintains the ODS Program Leader's calendar: arranging and confirming appointments, meetings, conference scheduling, preparing necessary travel arrangements and travel reimbursements.
- Acts in a liaison capacity on a wide spectrum of administrative matters. Communicates with ODS staff, University and college administrators, State Board of Higher Education, state government agencies, other state Extension Services, commodity groups, county commissioners and stakeholders.
- Maintains ODS Program website and email lists. Ensures that the webpage imagery and content embeds diversity and social justice as central to the mission of ODS.
- Participates in leadership training opportunities that build expertise around equity, inclusion, and diversity.
- Manages short to long-term special projects as requested, including researching and understanding topics, gathering and synthesizing information, working with various units across the university and the community as necessary, and negotiating arrangements and outcomes.
- Provides oversight of the administrative budget for the Outdoor School Program Office; and participates in developing the administrative budget each fiscal year. Serves as budget authority for office or equipment expenditures for the Outdoor School Program Office under the direction of the Program Leader.
- Supervises student employees for OES Outdoor School Program.
- For more information and details about position duties, visit: <http://jobs.oregonstate.edu/postings/48818>

Updates and more information about the Outdoor School Program can be found at <http://extension.oregonstate.edu/outdoor-school>

**OSU is an AA/EOE/Vets/Disabled.**

**For more information and to apply, visit:**  
**<http://jobs.oregonstate.edu/postings/48818>**  
**Posting #Po157oUF Closing Date 9/29/17**



**Oregon State  
University**