

POSITION ANNOUNCEMENT

POSITION TITLE: **Senior Station Superintendent**, South Central Research Station, Chickasha, Oklahoma and the Caddo Research Station, Ft. Cobb, Oklahoma through the Field & Research Service Unit, Oklahoma Agriculture Experiment Station, Stillwater, OK

POSITION DESCRIPTION: This is a twelve-month, Administrative and Professional (A&P) position in the Field & Research Service Unit (F&RSU) within the Oklahoma Agriculture Experiment Station. The Senior Station Superintendent is directly responsible to the Senior Director of the F&RSU within the Oklahoma Agriculture Experiment Station.

JOB RESPONSIBILITIES: Under the direction of the Sr. Director of F&RSU, serve as a Sr. Station Superintendent at the South Central Research Station at Chickasha and provide support to Agronomic and Horticulture Research and Educational programs at the Caddo Research Station in Ft. Cobb. The individual should maintain an accurate and complete system of records of all station operations. The individual must stay current on the status of all station operations and perform each function on a timely basis so that the objectives of the research and educational programs can be met. The Sr. Superintendent must provide a complete and accurate accounting of program planning and services to all research and educational programs and operate within the policy and procedure guidelines established by the Field and Research Service Unit, OAES, and OSU. Accurate record keeping includes but is not limited to weather records, vehicle and equipment maintenance, personnel leave records, and operational records including field cultivation, planting, irrigation, treatment, harvest, and data records. The individual is responsible for the care of all equipment, facilities, and all university property. It is important that the individual maintain a high level of rapport with administration, station personnel, project leaders and personnel, and the general public. The individual must be a leader and a motivator in order to realize the maximum performance and efficiency from both stations. The individual must provide an efficient, accurate, and accountable acquisition program as outlined in established procedures and within a given budget provide at the beginning of the fiscal year.

In addition, the individual must work closely with project leaders in the Division to initiate, conduct, and complete replicated field trials in research and educational programs involving grain and forage sorghums, peanuts, cotton, soybeans, Bermuda grass, soil fertility, wheat, alfalfa, and other crops. Individual must possess the skills to monitor for the presence of insects, diseases, or abnormal growth of research and production crops.

This individual is responsible for taking an active role in planning, preparation, coordination, communication, and scheduling of field days and field tours. Some of these tours include the summer "Fuel from the Field" biofuels Tour and the fall peanut tour. The individual is also responsible for submitting news press articles in the local media to inform the public of ongoing research and demonstration activities on the station.

Individual will recruit and evaluate the work performance of the Assistant Station Superintendent, two Sr. Field Foremen, three Field Assistants, students, and part-time personnel. Individual must maintain an up-to-date knowledge of University Policies and Procedures and work with the Assistant Station Superintendent to keep accurate accounts and balances and justify expenditures of ongoing station activities. Job responsibilities also include maintaining an accurate a property inventory for University Property Management. As needed, travel to the Caddo Research Station, Ft. Cobb, Oklahoma to assist with other station duties as necessary.

QUALIFICATIONS: Ph. D. in Agriculture (or closely related field) preferred with a working knowledge of experiment station operations, agronomic, horticultural, and hay crops with 5 years of experience. Minimum requirements include a Master of Science degree with emphasis in Agriculture with 5 years experience in research station operations. Candidates should have excellent organizational, interpersonal, and communication skills. Remain current on certification in Demonstration and Research pesticide applicator and Commercial Drivers Licenses.

DATE AVAILABLE: June 1, 2010 or as soon as a successful candidate is identified.

APPLICATION PROCEDURE: Applicants must apply online at jobs.okstate.edu or for assistance call 405-744-5646 or go by 106 Whitehurst Hall, Oklahoma State University. Applications will be accepted until February 26th or until a suitable candidate is identified. Applicants should submit a letter of interest, Resume, copy of transcripts, and provide three names of references. Letter of interest, Resume, and references must be attached to the online application. Send original transcripts directly to:

Dr. R. Brent Westerman
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