Position # 0000-1097  
Requisition # 507099  

Classification Title: Extension Agent I, II, or III – Florida Sea Grant (Multicounty)

Application deadline: 7 May 2018

Job Description:
The Florida Cooperative Extension Service is a partnership between state, federal, and county governments that provides quality, relevant education and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, natural resources, youth development, families and communities.

The University of Florida/IFAS Extension, Florida Sea Grant, Martin County, and St. Lucie County seek to fill a Multicounty Sea Grant marine extension agent position with a self-starting, energetic, team-oriented individual whose educational responsibilities encompass strong leadership in marine and coastal science. As an extension educator, you will plan, develop, implement, teach, and evaluate a comprehensive marine-natural resources education program (95%) that incorporates the needs of the diverse populations of Martin and St. Lucie counties. You will also contribute to the 4-H Youth Development program (5%).

As an Extension Agent you will demonstrate resourcefulness, creativity, enthusiasm, and innovativeness to create new and strengthen current educational programs, communicate effectively across social media platforms, manage your program’s financial resources, and develop educational materials and opportunities that benefit Martin and St. Lucie counties. You will align your programs with IFAS Extension’s long-range plan (The “Roadmap”) and you will contribute to our priority teams by participating on at least one Sea Grant work action group and other teams as appropriate.

Martin and St. Lucie counties are facing continuing challenges associated with a highly urbanized environment adjacent to economically and environmentally important coastal ecosystems. The Extension Agent role provides you an opportunity to make a positive impact in the local community as you work with extension faculty, staff, and stakeholders. You will also collaborate with the County Extension Directors and District Extension Director as needed to contribute to county extension operations and multi-county projects and to serve as a role model to the community.

Minimum requirements:
The successful candidate will have a bachelor’s degree from an accredited college or university in marine science, environmental science, biological science, or a related field. A flexible schedule that allows for irregular hours is necessary. If you have solely a bachelor’s degree
upon hire, we want you to continue to grow in your career. As such, we expect you to make at least 50% progress towards obtaining your master’s degree within the first 6 years of employment. A valid driver’s license, a national background screening, and a drug-screening test are requirements of this position.

**Preferred qualifications:**
A master’s degree and extension experience in creating lesson plans, developing instructional materials, and applying teaching methods appropriate for extension audiences are highly desirable. Expertise in getting groups to work together towards a higher goal, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role. You should be an effective written and verbal communicator, feel comfortable presenting in front of small and large crowds, be able to establish solid partnerships and work in teams, and find innovative ways to attract new audiences. Experience working in multicultural settings and coursework/training on multicultural topics are highly desirable. The ability to apply social media to your work should be strong.

**Further information:**
This position will be located in the Martin County Extension Office in Stuart. Martin County ([www.martin.fl.us](http://www.martin.fl.us)) is located on the southeast Florida coast, bordered by St. Lucie County ([http://www.stlucieco.gov/](http://www.stlucieco.gov/)) to the north, Okeechobee County to the west, the Atlantic Ocean to the east and Palm Beach County to the south. The population in Martin is approximately 146,000 and in St. Lucie is approximately 278,000. Both Martin and St. Lucie County Extension are part of the Southeast Extension District made up of twelve counties and the Seminole Tribe.

Extension is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. As such, all partners are involved in the supervision of the office and contribute to the salary and support resources. The primary goal of Extension is to disseminate the latest knowledge and applicable technologies in agriculture, human and natural resources, and the life sciences in order to sustain and enhance the quality of human life. The UF/IFAS mission is accomplished through extension faculty members, scientists, educators, administrative staff, and volunteers working cohesively throughout Florida’s 67 counties.

**Application Instructions**
Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/507099](http://explore.jobs.ufl.edu/cw/en-us/job/507099), and attach your Resume or CV, as well as a cover letter that describes how your experience and qualifications have prepared you for this position. Applications must be submitted by 11:55 p.m. (Eastern) of the posting end date.

TO COMPLETE YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:

You must submit unofficial copies of all transcripts and/or coursework of your academic degrees. You may attach these as an "other" document, or you may submit to our office as directed below. An unofficial copy is acceptable for the application process, but before you can
be hired, IFAS Human Resources must have the official transcript for your highest degree on file.

Also, all applicants must have at least three reference rating forms on file. Reference forms must be less than one year old. If you have not already done so, please contact your professional/academic references and ask that they complete a reference rating form on your behalf. The form is located at http://personnel.ifas.ufl.edu/ref_form.pdf.

Please also complete and submit the Previous Employment Form (located at http://personnel.ifas.ufl.edu/prev_employment.pdf).

With the exception of official transcripts, all items submitted by mail must be postmarked no later than the next business day after the position closing date. All documents submitted by fax or email must be received no later than the next business day. If your official transcripts will arrive after the closing date, you must also submit unofficial transcripts by the deadline.

Requested reference forms and transcripts should be submitted to:

Ms. Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281
dlecuyer@ufl.edu
Fax: (352) 392-3226

Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at http://www.naces.org/.

The University of Florida is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The selection process will be conducted in accord with the provisions of Florida’s ‘Government in the Sunshine’ and Public Records Laws. Persons with disabilities have the right to request and receive reasonable accommodation.