Position # 0001-4019
Requisition # 506445

Classification Title:  Extension Agent I, II, or III – Commercial and Environmental Horticulture

Application deadline:  9 March 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.

University of Florida/IFAS Extension and Jackson County are seeking an Extension Agent to lead Environmental Horticulture education through the design, implementation, and evaluation of extension programming that meets the needs of the county’s diverse population. As the Agent, you will spend about half of your time on commercial horticultural programs and about half on residential horticulture programs, including leadership of the Jackson County Master Gardener program.

You will work as part of a team of Agents from neighboring counties that collaborates to measure the impacts of educational programs on 1) Best Management Practices (BMPs) to promote sustainability and conservation of resources in support of commercial and residential vegetable, fruit, citrus, nut, ornamental nursery, and sod production systems; and 2) promotion and implementation of Florida Friendly Landscapes.

You will develop and foster a volunteer group of Master Gardeners to expand program scope. You will build an advisory committee composed of citizens and professionals that will assist you with program priorities and design to reach your audiences. You will obtain financial resources to support your programs and you will manage all components (e.g., policies, records, risk, communication, and accountability). You will cooperate in interdisciplinary projects, provide service to schools, develop creative works (presentations, posters, website development, etc.), write non-technical people-friendly publications, and participate in professional societies.

This role provides the opportunity to make a positive impact in the Jackson County community as you help shape future generations. As such, you will collaborate with the County Extension Director and District Extension Director on other responsibilities that benefit the total county extension program.

Candidates will be reviewed as applications are received, but please be aware that interviews might not be scheduled until 4 to 6 weeks after the position closing date.
**Minimum requirements:**
The successful candidate will have a bachelor’s degree in horticulture 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. Course work completed within the State University System of Florida comes with a tuition waiver. 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 or equivalent are highly desirable. 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 find innovative ways to attract new audiences. Your abilities to use computers, apply social media to your work, organize and motivate people, manage volunteers, and work in teams must be strong. Experience working in multicultural settings and coursework or training on multicultural topics are desirable. Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role.

**Further information:**
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/506445](http://explore.jobs.ufl.edu/cw/en-us/job/506445), 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.