



Position # 0001-4024

Requisition # 501606

**Family and Consumer Sciences Extension Agent I or II
University of Florida/IFAS Extension at Suwannee County
Live Oak, FL (Northeast Extension District)**

Application deadline: May 9, 2017

Position Summary

The University of Florida/IFAS and Suwannee County seek to fill a 12-month, permanent status-accruing Family and Consumer Sciences Extension Agent position with a specialty in human nutrition, food safety, financial management, and healthy lifestyles of Floridians. The successful candidate is expected to:

- Provide leadership for planning, implementing, evaluating, and reporting on a comprehensive education program reflecting Suwannee County's population diversity and unique educational needs (including program policies, record keeping, communication, and educational materials).
- Develop and sustain partnerships with community agencies and leaders, businesses, media, and the general public. Seek internal, external, and in-kind funds to support extension education programs.
- Function as a team member with county, district, and state extension professionals.
- Develop creative works and publications in support of programming and evaluation efforts.
- Extend educational training through volunteer systems to support Family and Consumer Science initiatives as appropriate.
- Establish and maintain an effective advisory committee of citizens and professionals to analyze the county situation, identify priority issues, and assist with program design to reach target clientele.
- Develop effective working relationships with the 4-H Youth Development program.
- Oversee the Family Nutrition Program and related grants.

The agent will be expected to follow all Extension Administration policies regarding affirmative action, program development, and reporting, as well as to perform other duties as assigned by the District and County Extension Directors. The successful agent will create an annual plan of work (POW) and a report of accomplishment (ROA). The individual will be expected to attain permanent status and promotion within 6 years according to UF/IFAS guidelines.

The agent is expected to develop multi-media presentations, fact sheets, posters, exhibits, and web content, write non-technical publications, participate in professional societies, and seek extramural funds in support of the extension program. The agent will effectively use computer

technology and social media for communication, teaching, and program management as appropriate. It is expected that the agent will have strong organizational skills and sound record-keeping techniques. The ability to respond to clients in a courteous, timely, and efficient manner is essential.

Active participation in the 4-H Youth Development program is also expected (5%). Some portion of the agent's time should include active participation in multi-county programs.

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.

Qualifications

A bachelor's degree in family and consumer sciences, nutrition, or a closely related field from an accredited college or university is required. A master's degree is preferred. If hired with a bachelor's degree only, at least 50% progress must be made towards obtaining a master's degree within 6 years of employment. The agent must be personable, have good written, oral and listening communication skills, and have an astute ability to build strong collaborations and partnerships. The ability to respond to clients in a courteous, timely, and efficient manner is essential. Qualities of resourcefulness, creativity, and innovativeness are highly desirable. Candidate must possess skills in working with diverse audiences. Experience in teaching, writing, and developing educational programs is preferred. Bilingual ability (English/Spanish) is desirable.

The successful candidate must pass background and drug-free workplace tests required by Suwannee County, must possess or be able to obtain a valid Florida driver's license, and must be willing to travel with personal transportation in and out of county. The agent must be flexible and willing to work irregular hours, including occasional evenings, weekends, and overnight travel. Established residency in Suwannee County is preferred, as it is expected that the agent will become a part of community life.

Other Information

Suwannee County is a small (689 square miles) rural community (about 44,000 population) in Northeast Florida. The main towns are Live Oak, Branford, Dowling Park, and Wellborn. The county is home to the Spirit of the Suwannee Music Park and Campground and more first-magnitude springs within a 2-mile radius than anywhere else in the world. Suwannee County is bordered on three sides by the historic Suwannee River.

FOR INFORMATIONAL PURPOSES ONLY: 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/501606> , 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 PM on the position 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.