



Position # 0001-4068

Requisition # 501605

**Agriculture Extension Agent I, II, or III (Commercial Agriculture)
University of Florida/IFAS Extension at Suwannee County
Live Oak, FL (Northeast Extension District)**

Application deadline: March 24, 2017

Position Summary

The University of Florida/IFAS Extension and Suwannee County seek to fill a full-time (60%-UF funded/40%-Suwannee County funded) permanent status-accruing Commercial Agriculture/Horticulture extension agent position. The agent will be responsible for planning, developing, implementing, teaching, evaluating, and reporting on extension programs related to agronomy, commercial vegetable crops, food safety, pesticide training, and best management practices (95%). Active participation in the 4-H Youth Development program is also expected (5%), to include but not limited to preparing youth for judging competitions, summer day camps, and/or school enrichment.

Duties and Responsibilities

The agent will be expected to target programs (such as field days, on-farm demonstrations, visits, or tours) that reflect the county's population diversity and unique educational needs. The agent will be expected to maintain an effective program advisory committee with appropriate community representation. The agent will also develop and sustain effective working relationships with Suwannee County government, stakeholder producer/commodity groups, community agencies, media, and residents. Cooperation with extension agents in Suwannee County, other county extension offices, as well as district and state Extension professionals is expected. Active participation in multi-county programs is also expected.

The successful candidate must be able to design, teach, and conduct and evaluate community-based educational programs, have skills in working cooperatively with youth and adults (e.g., resourcefulness, creativity, enthusiasm, and innovation), possess good oral, written, and listening communication skills, and work effectively as a productive team member.

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 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.

The agent will follow all UF/IFAS Extension policies regarding affirmative action, program development, and reporting as well as assume other duties as assigned by the Suwannee County Extension Director and the Northeast District Extension Director. The agent will create an annual plan of work and report of accomplishment and submit required faculty reports. It is expected that the agent will attain promotion and permanent status according to UF/IFAS established guidelines.

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 agronomy, horticulture, crop science, soil science, agricultural operations management or a closely-related field is required. A master's degree is preferred, and doctoral degrees will be considered. Degrees must be from an accredited college or university. Work experience in the production of agronomic crops or vegetables is preferred. Familiarity with the management of pests, irrigation, and nutrients in vegetable (especially watermelon) and/or agronomic crops (corn, peanut, soybean, or cotton) is a critical element of this position. A candidate hired with a bachelor's degree only must make at least 50% progress toward obtaining a master's degree within 6 years of employment. Experience in teaching, writing, and developing educational programs is preferred. Bilingual ability (English/Spanish) is desirable.

Employment is contingent upon passing drug screening and background checks required by Suwannee County. The candidate must be able to obtain and maintain a valid Florida driver's license and must be willing to travel in and out of the county with occasional overnight travel, irregular hours, and some weekend work. 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. The Suwannee Valley Agriculture Extension Center, a UF/IFAS research and demonstration center located near Live Oak, provides support to the agriculture and commercial horticulture community.

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/501605> , 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.