Position # 0001-4217
Requisition # 506629

Classification Title: Extension Agent I, II, or III – Family and Consumer Sciences

Application deadline: 28 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 Miami-Dade County seek to fill an Extension Agent position with a self-starting, energetic, team-oriented individual whose educational responsibilities encompass strong leadership with respect to Family Consumer Sciences (FCS). As an educator, you will lead through the design, implementation, and evaluation of educational programming that meet the needs of the county’s diverse population.

You will cooperate with community organizations, agencies and groups as well as colleagues across the county to educate your audiences about financial management, retirement planning, community development, and disaster preparedness. You will use resourcefulness, creativity, enthusiasm, and innovation to strengthen current educational programs while reviewing and implementing new policies, maintaining records, assessing risks, communicating and marketing effectively across social media platforms, and creating educational materials and opportunities for Miami-Dade County.

You will recruit, train, and use volunteers to build strong community programs and use Florida Master Money Mentors to deliver educational programming. You will provide support (at least 5% of efforts) for the county 4-H Youth Development program in appropriate subject areas.

This role provides the opportunity to make a positive impact in the Miami-Dade County community as you work with extension faculty, staff, and stakeholders to help shape future generations. As such, you will collaborate with the County Extension Director, District Extension Director, and/or state faculty on multi-county projects and serve as a role model to the community.

Minimum requirements:
A successful candidate will have a bachelor’s degree from an accredited college or university in family and consumer sciences or a closely related field with an emphasis on financial
management and community development. A flexible schedule that allows for irregular hours is necessary. If hired with a bachelor’s degree, we want you to continue to grow your career. As such, we expect you to make at least 50% of progress towards obtaining your master’s degree within the first 6 years of employment.

A valid driver’s license, a physical examination including passing a substance screening, and a national background screening are requirements of this position.

**Preferred qualifications:**
A master’s degree and experience in creating lesson plans, developing instructional materials, and applying teaching methods appropriate for the audience are highly 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. Experience working in multicultural settings and coursework/training on multicultural topics are highly desirable. Bilingual in English/Spanish is a plus. You must 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.

**Further information:**
Miami-Dade County ([http://miamidade.gov/wps/portal](http://miamidade.gov/wps/portal)) with a population of 2.7 million is located on the southern tip of the Florida peninsula. The main Extension office is located in Homestead ([http://miami-dade.ifas.ufl.edu](http://miami-dade.ifas.ufl.edu)) about 1 mile from the UF/ IFAS Tropical Research and Education Center ([http://trec.ifas.ufl.edu/](http://trec.ifas.ufl.edu/)). There are also four satellite extension offices located in Hialeah, Palmetto Bay, and on the University of Miami campus on Virginia Key.

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/506629](http://explore.jobs.ufl.edu/cw/en-us/job/506629), 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.