

**Family and Consumer Sciences (FCS) Agent
Extension Agent I or II
Jefferson County (Northwest Extension District)**

**Position #0001-4163
Requisition # 0801164
Monticello, Florida**

The successful candidate for this position will be responsible for planning, developing, teaching and evaluating programs in Family and Consumer Sciences (FCS). The agent will program in up to three areas that may include: nutrition, family development, family financial management, housing/home environment, sustainability, and consumer education. FCS programs are based on local inputs from an advisory committee. This agent is expected to maintain an active and effective advisory committee and develop FCS programs according to local needs.

The Family and Consumer Sciences Agent must demonstrate the ability to work with community agencies and groups in collaborations and partnerships, and must develop good media relations. The agent will recruit, train and utilize volunteers in building strong programs, seek grant funds to enhance programmatic efforts, and collaborate with and provide support for the Jefferson county 4-H program.

The agent will assume other responsibilities as assigned by County Extension Director and District Extension Director. Jefferson County is a rural community of 15,000 in transition to a “bedroom community” for Tallahassee, the state capital. The Jefferson County Extension office is located in the county seat of Monticello.

A Master’s degree and Extension programming experience is preferred. A bachelor’s degree in Family and Consumer Sciences or related field is required. County residence is preferred but not required. Jefferson County requires successful completion of a drug test, physical exam and background check. The agent is expected to be an active member of the community.

Application instructions:

Apply through the online UF GatorJobs application system (at <https://jobs.ufl.edu>), referencing requisition # 0801164. Although an Extension Agent is classified as a Faculty position, a “TEAMS, OPS ...Cooperative Extension application” is required.

Please attach your Resume or CV, and a cover letter that describes how your experience and qualifications have prepared you for this position.

TO COMPLETE YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:

You must submit unofficial copies of all transcripts and/or coursework of your professional 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. Official transcripts must be issued directly to our office.

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 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 .

With the exception of official transcripts, all items submitted by mail must be postmarked no later than the next business day of the position closing date. All documents submitted by fax or email must be received no later than the next business day.

Requested forms and transcripts should be submitted as follows:

Faxed to the IFAS Office of Human Resources, Faculty Recruitment and Hiring,
Attention Dana LeCuyer at 352-392-3226

OR

Emailed to dlecuyer@ufl.edu

OR

Mailed to:

Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281

Women and minorities are encouraged to apply.