Classification Title: County Extension Director and Extension Agent III or IV

Application deadline: 18 April 2018

This is an internal search. Only current Univ. of Florida faculty are eligible to apply.

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, horticulture, natural resources, youth development, families and communities.

University of Florida/IFAS Extension and Leon County seek to fill a permanent-status accruing, full-time Extension Agent position with a self-starting, energetic, team-oriented individual who will also serve as County Extension Director (CED). The educational responsibilities of this agent encompass strong leadership with respect to the agent’s academic specialty.

As an educator, you will lead through the design, implementation, and evaluation of educational programming that meets the needs of the county’s diverse population in the selected programmatic area. You will use resourcefulness, creativity, enthusiasm, and innovation to strengthen current educational programs. As the CED, you will lead, manage, supervise, coordinate and report on the total county extension program while maintaining, fostering and building effective working relationships with advisory committees, stakeholders, county government, community leaders, media, residents, and UF/IFAS faculty, staff, and administration.

The Leon CED supervises, mentors, and evaluates county faculty (commercial and residential horticulture, family and consumer sciences, 4-H youth development, and community development and sustainability) and staff members. Other CED responsibilities include total business management of the Extension Office, developing and following a strategic plan focused on marketing Extension’s successes, strengthening external relationships, successfully addressing compliance issues, personnel mentoring and leadership, and revenue enhancement.

This role provides the opportunity to make a positive impact in the Leon County community as you work with extension faculty, staff and stakeholders. You will also collaborate with the District Extension Director and other Northwest CEDs on multi-county projects and serve as a role model to the community.
Minimum requirements:
Open to current UF faculty only.

A successful candidate will have earned bachelor’s and master’s degrees in one or more of the following fields: agriculture, natural resources, family and consumer sciences, youth development, education, or a closely related field. Candidates also must have at least 10 years of professional extension experience. A flexible schedule that allows for irregular hours is necessary. A valid driver’s license as well as national background screening is a requirement of this position.

Preferred qualifications:
Previous CED experience or equivalent is preferred. Experience in creating lesson plans, developing instructional materials, and applying teaching methods appropriate for the audience is 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. You must be an effective written, verbal and listening 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.

Additional preferred qualifications include experience in office operations, budgeting and grant management, personnel management, computer and social media competency, educational program delivery, program evaluation methodology, ability to organize and motivate people, and good teamwork skills. Experience working in multicultural settings is highly desirable. The agent must have the ability to work effectively with a diverse audience including minority groups, community leaders, media and the general public. Candidates must be supportive of the mission of the land-grant system. Candidates must also have a commitment to UF/IFAS core values of excellence, diversity, global involvement, and accountability.

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/506963, 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.