Position # 0001-4170
Requisition # 0900272 (prev. 0810295)

Regional Specialized Extension Agent I, II, or III
Sustainable Agriculture/Extension Technology Systems
Leon County (Northwest District), Tallahassee, Florida

Application Deadline: February 14, 2013

Previously posted under requisition 0810295. Previous applicants do not need to reapply.

DUTIES AND RESPONSIBILITIES: This is a 12-month, permanent status accruing position with Leon County Extension and the University of Florida, Institute of Food and Agricultural Sciences and is 100% Extension.

The successful candidate will: 1) plan, conduct, teach and evaluate educational programs for clientele involved in small agricultural enterprises and rural lifestyles such as vegetable and fruit production, livestock and forage production, herb production, plant nursery production, forestry, and agri-tourism for the Northwest Extension District; 2) work with the UF-IFAS Small Farms Extension Team to develop a needs assessment, and then coordinate the design of sustainable agriculture/small farms web-based teaching modules to be used to enhance small farms education statewide; 3) collaborate with all Leon County Extension faculty to produce educational tools that will market Extension, reach and teach more clientele, and provide a vehicle to effectively evaluate each subject matter area. Examples of such tools include interactive video, web-based interactive educational materials, enhanced web pages, web surveys, and podcasts; 4) cooperate with faculty colleagues on program delivery through consultation, technical support, and instructional seminars/workshops; 5) Maintain a leadership/advisory role with the North Florida Fair; and 6) carry out other duties as outlined by the County Extension Director and District Extension Director.

BACKGROUND INFORMATION: Leon County is the home of Florida’s state capital, with approximately 671 square miles and a population of almost 245,000. Though it is primarily an urban county, its comprehensive plan intends to preserve an outlying rural area of lower population density.

BASIC QUALIFICATIONS: The candidates for this position must hold a Master’s degree, but a Ph.D. degree is preferred. Degrees may be in agriculture, animal or plant science, agricultural education and/or communications, or a closely-related field. All candidates must have an interest and show demonstrated skills in using the worldwide web and various web-based tools in education. The candidate will be expected to attain promotion and permanent status per state faculty guidelines. Candidates must also have a commitment to IFAS and Leon County core values of excellence, diversity, global involvement, and accountability. The candidate must establish residency in Leon County within 6 months of employment. Leon County may require drug testing and additional requirements for employment.
Application Instructions

Apply through the online UF GatorJobs application system at http://jobs.ufl.edu/postings/27602.

Please complete an online application 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.

You must apply online no later than 11:00 PM on the position closing date.

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 from the institution.

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 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 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

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. Interviews will be open to the public, and applications, resumes, and many other documents related to the
search will be available for public inspection. Persons with disabilities have the right to request and receive reasonable accommodation.