



Position # 0001-4173

Requisition # 503603

**Family and Consumer Sciences Extension Agent I, II, III, or IV
University of Florida/IFAS Extension at Alachua County
Gainesville, FL (Northeast Extension District)**

Closing Date: 21 September 2017

The University of Florida/IFAS and Alachua County seek to fill a 12-month, permanent status-accruing Family and Consumer Sciences (FCS) Extension Agent position. The successful candidate will be responsible for developing, implementing, teaching, evaluating, and reporting on FCS educational programs with emphasis on consumer education, food safety and preservation, nutrition, financial management, and working with community leaders to facilitate partnerships with local food groups and non-profits on community food initiatives (95%). Active 4-H participation in the 4-H Youth Development program (5%) is also expected. Some portion of the agent's time should be dedicated to multi-county programs.

The successful candidate will:

- Provide leadership for planning, implementing and evaluating a comprehensive education program reflecting Alachua County's population diversity and unique educational needs (including program policies, record keeping, communication, and educational materials).
- Develop and sustain partnerships with community agencies and leaders, businesses, media, and the general public.
- Seek internal, external, and in-kind funds to support extension programs.
- Function as a team member with county, district, and state extension professionals.
- Develop creative works and publications in support of programming and evaluation efforts.
- Extend educational training through volunteer systems to support FCS initiatives as appropriate.
- Establish and maintain an effective advisory committee of citizens and professionals to analyze the county situation, identify priority issues, and assist with program design to reach target clientele.
- Develop effective working relationships with the 4-H Youth Development program.
- Oversee the Family Nutrition Program and related grants.

The agent will be expected to follow all Extension Administration policies regarding affirmative action, program development, and reporting, as well as perform other duties as assigned by the District and County Extension Directors. The successful agent will create an annual plan of work

(POW) and a report of accomplishment (ROA). The individual will be expected to attain permanent status and promotion (as appropriate) according to UF/IFAS guidelines.

The agent is expected to develop multi-media presentations, fact sheets, posters, exhibits, and web content, blogs, write non-technical publications, participate in professional societies, and seek extramural funds in support of the extension program. The agent will effectively 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 record-keeping techniques. The ability to respond to clients in a courteous, timely, and efficient manner is essential.

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

Degree requirements must follow UF regulations for each rank. A bachelor's degree in family and consumer sciences, nutrition, or a closely related field from an accredited college or university is required for candidates qualifying for all ranks (Agents I-IV). A master's degree is preferred for candidates qualified for ranks I and II. A master's degree is required for candidates qualifying for ranks III and IV. Doctoral degrees will be considered for ranks II to IV. Candidates hired at the rank I must complete at least 50% progress towards obtaining a master's degree within six years of employment.

The agent must be personable, have good written, oral and listening communication skills, and have an astute ability to build strong collaborations and partnerships. The ability to respond to clients in a courteous, timely, and efficient manner is essential. Qualities of resourcefulness, creativity, and innovativeness are highly desirable. Candidate must possess skills in working with diverse audiences. Experience in teaching, writing, and developing educational programs is preferred. Bilingual ability (English/Spanish) is desirable.

Special requirements

The successful candidate must pass background and drug-free workplace tests required by Alachua County, must possess or be able to obtain a valid Florida driver's license, and must be willing to travel with personal transportation in and out of county. The agent must be flexible and willing to work irregular hours, including occasional evenings, weekends, and overnight travel. Established residency in Alachua County is preferred, as it is expected that the agent will become a part of community life.

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/503603> , 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. Application 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.