



Position # 0001-4184

Requisition # 502394

**Family and Consumer Sciences Extension Agent I, II, or III  
University of Florida/IFAS Extension at Orange County  
Orlando, FL (Central Extension District)**

Closing date: July 27, 2017

**Position summary**

University of Florida/IFAS Extension and Orange County seek to fill a 12-month, permanent status-accruing Family and Consumer Sciences Extension Agent position. The agent will provide leadership for planning, implementing, evaluating, and reporting on a comprehensive education program in the areas of financial management, housing, and energy.

The Agent will 1) work with UF/IFAS state extension specialists to implement financial education programs including credit management, effective spending plans, and getting ready for retirement; 2) conduct programs educating target populations and organizations on housing education including Orange County's Post Purchase Homeowners Assistance program; 3) conduct energy education programs, especially solar energy, its benefits and applications.

The agent will be expected to have the ability to work with the latest program delivery methods including social media and other innovations. The candidate will network with other agencies and groups on cooperative educational programs and will form an advisory committee to assess clientele needs and program direction. The candidate will work closely with Central Extension District colleagues, the County Extension Director, and the District Extension Director, and will assume other duties as assigned by the directors to meet the responsibilities of the total county extension effort.

The agent will create an annual plan of work and report of accomplishment and will submit all required faculty reports. It is expected that the candidate will have excellent organizational skills, good record-keeping techniques and will be able to respond to clients in a timely and efficient manner. The agent will be required to attain promotion and permanent status per UF IFAS Extension county faculty policies and guidelines. The Agent will be expected to recruit, educate, and manage the Orange County Master Money Mentor volunteers and other volunteers, as well as being the Agent advisor to the Orange County Association for Home and Community Education. The Agent will comply with the guidelines of the Florida Cooperative Extension Service Affirmative Action plans.

Additional qualities of the successful candidate include:

- A working knowledge of social media and marketing, Facebook, video conferencing, and other similar online educational techniques.

- Ability to work with other extension agents as part of a team.
- Ability to write articles and fact sheets, develop multi-media presentations, and create posters, exhibits, and webinars.
- Ability to acquire program enhancement grants, develop collaborations with finance, housing, and energy providers, and seek extramural funding.
- Ability to develop or assist with 4-H Youth Development activities.
- Participation in professional organizations appropriate for this position.

### **Qualifications**

A bachelor's degree in family and consumer sciences, financial management, housing and energy, or a related field is required. Preferred qualifications include a master's degree, certification in pre and post home purchasing, and other housing education credentials (e.g., Neighborworks certification). If hired with a bachelor's degree only, at least 50% progress towards obtaining a master's degree is required within 6 years of employment. Experience in teaching, writing, and developing educational programs is preferred. Demonstrated abilities in organizational skills and written and oral communication are necessary. The agent must be personable and have an astute ability to build strong collaborations with internal and external partners. The candidate must be willing to work irregular hours and weekends. Occasional overnight travel is required. Must be able to obtain a Florida driver's license and be willing to travel using personal transportation.

### **Special requirements**

The successful candidate must pass background and drug free workplace tests required by Orange County. The policies established by Orange County government in administering leave shall apply to extension faculty.

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/502394> , 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](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](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](mailto: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.*