University of Florida/IFAS Extension and Hillsborough County seek to fill a 12-month, permanent status-accruing Family and Consumer Sciences (FCS) Extension Agent position. This agent will provide direction and leadership to develop, implement, evaluate, and report on a comprehensive FCS extension program. The main focus areas will be human nutrition, health, wellness, and food systems. The agent will empower individuals and families to adopt healthy eating habits and lifestyle behaviors that can prevent or delay the onset of chronic illnesses such as heart disease, hypertension, hyperlipidemia, and diabetes. The agent will also deliver food handler certification courses and provide food safety education to consumers and to public, private, and non-profit organizations.

Duties and Responsibilities
The agent will:

- Design, implement, evaluate, and report on community-based educational programs focusing on human nutrition, wellness, and food systems to consumers and organizations.
- Implement programs and provide services that reflect the diverse needs of the community.
- Manage volunteer systems and extend educational efforts through these systems.
- Develop good media relations to promote and disseminate educational information.
- Establish an advisory committee of citizens and professionals to analyze the county situation, identify priority issues, and assist with program design to reach target clientele.
- Manage financial resources to support the nutrition, wellness, and food systems FCS programs.
- Manage program components including program policies, records, risk management, communication, and educational materials.
- Establish and maintain an effective system for accountability and public information to all relevant individuals, groups, organizations, and agencies.
- Develop and sustain partnerships with community agencies and leaders, businesses, media, and the general public on local food initiatives, nutrition and wellness.
- Develop effective working relationships with the 4-H Youth Development program plus other food system and nutrition programs in Hillsborough County.
• Follow all appropriate University of Florida and Hillsborough County policies and procedures.

The successful candidate will demonstrate the ability to work with community agencies, governmental entities, and individual community leaders in collaborations and partnerships. The agent must have the ability and desire to work effectively with culturally, ethnically, and socioeconomically diverse audiences. The individual will be expected to attain permanent status and promotion per UF/IFAS guidelines. The successful agent will create an annual plan of work (POW) and a report of accomplishment (ROA).

The agent will assume other responsibilities as assigned by the County Extension Director or District Extension Director. As a Univ. of Florida faculty member, the agent will work to acquire grants and in-kind support, lead interdisciplinary efforts, develop creative works (presentations, fact sheets, posters, webpage tools), and write non-technical educational materials for clientele.

Candidates will be reviewed as applications are received, but please be aware that interviews will not be scheduled until January, 2018.

**Qualifications and Expectations**

- A bachelor’s degree in family and consumer sciences, nutrition, dietetics, health & wellness, or a closely related field of study is required. A master’s degree and professional experience are preferred.
- An agent hired without a master's degree will be expected to make at least 50% progress toward degree completion within 6 years of employment. Tuition is waived for course work completed within the State of Florida University system.
- A professional license in Dietetics as approved by the Florida Dept. of Professional Regulations is preferred.
- Bilingual ability (English/Spanish) is desirable.
- Some evening and weekend work, and occasional use of personal transportation, will be required. Must have or be able to obtain a valid Florida driver's license.
- The successful candidate will be required to actively participate in the Florida Extension Association for Family and Consumer Sciences (FEAFCS) professional organization.
- The successful candidate must pass a drug screening and background check as required by Hillsborough County policy.
- Strong writing and public speaking skills are required.
- Proficiency with late-edition Microsoft Office applications, web research, and navigation is required. Familiarity with, or willingness to learn, webpage design software and online tools in educational technology is highly desirable.

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/505475, 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

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.