



Position # 0002-3597

Requisition # 502917

**Agriculture (Livestock) Extension Agent I or II (Multicounty)
University of Florida/IFAS Extension at Flagler and Putnam Counties
Bunnell, FL (Central Extension District)**

Application Deadline: August 10, 2017

Position Description

The University of Florida/IFAS Extension and Flagler and Putnam Counties seek to fill a full-time, permanent status-accruing agriculture extension agent position with livestock specialty. This multicounty position is based in Flagler County and covers Putnam County. The agent will be responsible for planning, developing, implementing, teaching, evaluating, and reporting on extension programs in livestock, forage and hay production, pasture management, pesticide training, and some commercial vegetable crops. Active participation in the 4-H Youth Development program is also expected (5%), including but not limited to preparing youth to show animals, summer day camps, and school enrichment.

The agent will be expected to target programs that reflect the population diversity and unique educational needs of both counties. The agent will be expected to maintain an effective program advisory committee with appropriate community representation. The agent will also develop and sustain effective working relationships with Flagler and Putnam county governments, stakeholder producer/commodity groups, community agencies, media, and residents. Collaboration with extension agents in the Tri-County Agricultural Area and the UF – Hastings Agriculture Extension Center is expected.

Some portion of the agent's time should include active participation in multicounty programs. The successful candidate must have the ability to design, teach, and conduct community-based educational programs, have skills in working cooperatively with youth and adults (e.g., resourcefulness, creativity, enthusiasm, and innovativeness), possess good verbal, written, and listening communication skills, and be able to work effectively as a productive team member. The agent is expected to develop multi-media presentations, fact sheets, posters, exhibits, and web content, write non-technical publications, participate in professional societies, and seek extramural funds in support of the extension program enhancement. The agent will 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 and plan site visits with stakeholders accordingly.

The agent will follow all UF/IFAS Extension policies regarding affirmative action, program development, and reporting as well as assume other duties as assigned by the Flagler and Putnam County Extension Director and the Central District Extension Director. The agent will

create an annual plan of work (POW) and report of accomplishment (ROA) and submit required faculty reports. It is expected that the agent will attain promotion and permanent status per UF/IFAS established guidelines.

Qualifications

A bachelor's degree is required; a master's degree and experience are preferred. A candidate hired with a bachelor's degree only must make significant progress (completion of more than 50% of coursework) toward obtaining a master's degree within 6 years of employment. Degrees must be from an accredited college or university in animal science with a minor in agronomy or a closely related field. Experience with livestock and/or small farms is preferred. Experience in teaching, writing, and developing educational programs is preferred. Demonstrated abilities in organizational skills and written/oral/listening communication skills are necessary.

Employment is contingent upon passing drug screening and background checks. The candidate must be able to obtain and maintain a valid Florida driver's license and must be willing to travel in and out of the counties with occasional overnight travel, irregular hours, and some weekends.

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/502917> , 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.