Position # 0001-4018
Requisition # 492407
(previously requisition # 0907680)

Agriculture/Integrated Pest Management Regional Specialized Agent I, II, or III
University of Florida/IFAS Extension at Jackson County
Marianna, FL (Northwest Extension District)

Application deadline: September 4, 2015

University of Florida/IFAS Extension and Jackson County seek to fill a 12-month, permanent status-accruing Agriculture/Integrated Pest Management (IPM) Regional Specialized Agent (RSA) position based in Jackson County to lead, develop, plan, deliver, evaluate, and report on a comprehensive district-wide extension program in cooperation with local citizens and state/county extension colleagues.

General Duties and Responsibilities
The RSA will:

- Conduct an extension program that serves all contiguous counties in Northwest Extension District.
- Contribute to the development, implementation, and evaluation of regional and statewide scholarly extension programs.
- Provide leadership and educational expertise in program development in Agricultural Crop Production and IPM areas of expertise, including the development and dissemination of educational materials, support of extension faculty in the Northwest Extension District, and professional development for extension agents.
- Provide information, training, and mentoring for extension agents in his/her area of expertise.
- Participate in collaborative practical and applied research projects associated with his/her area of expertise.
- Serve as project leader for extramural grant and contract funding that supports the extension program.

Specific Duties and Responsibilities
The RSA will:

- Provide leadership to Northwest Extension District Agriculture Extension Team in the areas of in field crop production, pest management, and marketing of agronomic crops to develop strategies for content delivery methods using traditional and new technologies for educational programs to a variety of diverse audiences.
- Assist Northwest Extension District Agricultural Extension Faculty to increase public awareness and value of extension educational programs that communicate effectively to community leaders.
Foster teamwork and support for extension both internally and externally across the Northwest Extension District.

Develop and maintain new content delivery methods for traditional and new social media sites.

Make professional presentations to articulate and communicate complex issues to a variety of diverse audiences.

Assist in development and training to increase the financial resources available and to secure external funding to support the Northwest District and for programming in the form of public or private grants.

Possess strong skills in written and oral communication, computer and social-networking, grant writing and procurement, team-building, conflict management, and organizational development.

Possess strong networking and relationship-building skills, strong personal initiative, enthusiasm, resourcefulness, innovativeness, problem solving skills, and creativity.

Assume other assignments and responsibilities in support of the total Extension program as assigned by the County Extension Director and District Extension Director.

Follow all University of Florida and Jackson County policies and procedures.

The successful candidate must demonstrate the ability to 1) work with community agencies and groups in collaborations and partnerships; 2) work with and enhance strong advisory committees; 3) develop good media relations; 4) design, implement, and evaluate community-based educational programs based on needs assessment with input from community members; 5) work cooperatively as a leader and team member; 6) work independently with minimal supervision; and 7) acquire significant external funding to support the extension program.

Candidates must demonstrate knowledge and experience in the use and application of information technology and communications applications. Previous experience with family and consumer science extension programs or as an extension agent is required.

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**

- A master’s degree from an accredited college or university is required. Preferred fields are agronomy, weed science, integrated pest management, entomology, agricultural extension education, or a closely related plant science area.
- At least 5 years of extension education experience or equivalent is required.
- Proficiency with webinar software (e.g., Adobe Connect, BlueJeans, etc.) and web-based social media as a teaching tool is required.
- Willing to work nights and weekends, and travel overnight on occasion.
- Ability to maintain a Florida driver’s license and travel using personal transportation for work-related duties.
- Must pass a requisite national background screening. The successful candidate may be required to pass a county physical, criminal background check, and drug test.
• Jackson County residency is preferred, as the RSA is expected to be an active member of the community.

Other information
Jackson County is a rural community of 47,000 people located in the heart of the Florida panhandle. The county leads the area with more than 850 farms producing $52 million worth of agricultural products annually. The RSA will be working with the Agricultural Production extension faculty located in the counties of the Northwest Extension District.

Application Instructions
Apply through the online UF application system at https://jobs.ufl.edu (search for requisition # 492407), 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.

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.