Position # 0001-4148
Requisition # 495033

Family and Consumer Sciences Extension Agent I or II
University of Florida/IFAS Extension at Lee County
Fort Myers, FL (South Central Extension District)

Closing Date: January 27, 2016

Position Description
University of Florida/IFAS Extension and Lee 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 manage, coordinate, plan, implement, evaluate, and report on a comprehensive county FCS education program. Core educational areas are 1) Family and human development, which incorporates management of the grant-funded Family Nutrition Program (FNP); food safety; housing and family resource management; and 2) Budgeting and finance, focusing on household budgeting and personal financial management. Non-traditional programming may include food systems, FCS-related community resource development, and a responsive stance to emerging issues. The agent must have a working knowledge of community-based programming and educational principles. Educational programming methods include community teaching, electronic web-based communications, and the creation of fact sheets and other educational materials for youth and adults.

The successful candidate must be a self-starter and must demonstrate the ability to work with diverse community groups, advisory committees, and volunteers in collaborations and partnerships. The individual will establish a strong local advisory committee and will work with it to analyze community needs, identify priority issues, establish program budgets, and design and implement a variety of programs to reach target audiences. Strong written and oral communication skills are required, as well as an understanding of computer information technology.

The agent will recruit, train, and use volunteers to build strong community programs. The agent will provide support (at least 5% of efforts) for the county 4-H Youth Development program in appropriate subject areas. The successful candidate must demonstrate an ability to work with staff, volunteers, industry, media, and agency partners. The agent is expected to work to acquire grants and sustain other revenue enhancement efforts, lead/participate in interdisciplinary efforts, develop creative works (presentations, posters, website development, etc.), write non-technical people-friendly publications, and participate in professional societies. The successful agent will create an annual plan of work (POW) and a report of accomplishment (ROA), and will be expected to attain permanent status and promotion per UF/IFAS guidelines. The agent will follow all Extension policies regarding affirmative action, program development
and reporting, as well as assuming other duties as assigned by the County Extension Director and/or the District Extension Director.

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 bachelor’s degree in FCS or a closely related field is required. A master’s degree with experience in FCS is preferred. A candidate hired without a master’s degree will be expected to make significant progress towards obtaining one within 6 years of hire.
- Familiarity with local, state, and federal agencies and associations working with families and children.
- Strong people skills and ability to work effectively in teams and with volunteers.
- A responsive, creative, energetic and team-oriented attitude to solving clientele problems is expected.
- Prior to appointment, the successful candidate must pass a background check.
- Necessary special requirements: Must possess (or be able to obtain) a valid Florida driver’s license with an acceptable driving record; must be flexible and willing to work irregular hours, including evenings, weekends, and overnight travel; must be able to lift up to 50 lbs.
- Excellent written and oral communication skills.
- Bilingual in English/Spanish a plus.

**Application Instructions**

Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/495033](http://explore.jobs.ufl.edu/cw/en-us/job/495033), 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](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  
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 credentiaing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at [http://www.naces.org/](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.*