Family and Consumer Sciences Extension Agent I, II, III, or IV
University of Florida/IFAS Extension at Okaloosa County
Crestview, FL (Northwest Extension District)

Application deadline: October 17, 2014

Duties and Responsibilities
University of Florida/IFAS Extension and Okaloosa County seek to fill a 12-month, permanent status accruing Family and Consumer Sciences multi-county Extension Agent position. This position is based in Okaloosa County but the agent’s duties and responsibilities also cover Walton County. The agent will provide leadership for development, implementation, teaching, evaluation, and reporting accomplishments of a comprehensive program in cooperation with local citizens and county/state Extension colleagues.

The agent will:
- Provide leadership and educational expertise in the area of Family and Consumer Sciences.
- Plan, teach, evaluate, and report accomplishments of educational programs centered on community development, economic development, and families.
- Provide educational programs that may include housing, financial and money management, family development, nutrition, food safety, and sustainable community development.
- Serve as part of a team of extension faculty assisting in planning, teaching, evaluating, and reporting accomplishments of educational programs district-wide.
- Develop strategies to deliver, articulate, and communicate complex issues to diverse audiences, including traditional and new technologies of education.
- Secure external funding to support specific programming in the form of public or private grants and contracts.
- 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 Okaloosa County policies and procedures.

Qualifications
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 and develop good media relations; 3) design, implement, and evaluate community-based educational programs based on needs assessment with input from community members;
4) work cooperatively as a leader and team member; and 5) work independently with minimal supervision.

In addition, the county faculty member must possess good verbal and written communication skills; have qualities of resourcefulness, creativity, enthusiasm and innovativeness; and have good organizational development and management skills.

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 and experience as an extension agent are desirable.

A bachelor’s degree is required; a master’s degree is preferred. If hired with solely a bachelor’s degree, significant progress towards obtaining a master’s degree is expected within 6 years of employment. The degree must be from an accredited college or university in family and consumer sciences, education, community development/sociology, or a related field. The candidate must be willing to work irregular hours and weekends; occasional overnight travel is required. The candidate must be able to obtain a Florida Driver’s license and must be willing to travel using personal transportation. Okaloosa County residency is preferred, as the agent is expected to be an active member of the community. The successful candidate will be required to pass a county physical, criminal background check, and drug test.

Okaloosa and Walton Counties have a fast growing coastal urban community and a developing rural community at the north end of each county. Okaloosa County has a population of more than 190,000 people in 92,500 households. Walton County has a population of more than 55,000+ people in 45,132 households. The Okaloosa Extension Office is located in the city of Crestview. There are currently five faculty members, two support staff, and one program assistant that make up the UF/IFAS Extension – Okaloosa County team.

Application Instructions

Apply through the online UF application system at http://jobs.ufl.edu/postings/54678.

Please complete an online application 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. Official transcripts must be issued directly to our office from the institution.

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 as follows:

Faxed to the IFAS Office of Human Resources, Faculty Recruitment and Hiring, Attention Dana LeCuyer at 352-392-3226
OR
Emailed to dlecuyer@ufl.edu
OR
Mailed to:

Ms. Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281

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/](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.*