Position # 0003-1370  
Requisition # 498081

Food Safety State Specialized Extension Agent II, III, or IV  
University of Florida/IFAS Extension  
Citrus Research and Education Center (South Central Extension District)  
Lake Alfred, FL

Application deadline: August 18, 2016

University of Florida/IFAS Extension seeks to fill a 12-month, permanent status-accruing Food Safety State Specialized Extension Agent (SSA) position. This position will be based at the Citrus Research and Education Center in Lake Alfred, FL in the South Central Extension District. As an SSA, this position will have statewide responsibility in Food Safety education and outreach.

Duties and Responsibilities
The agent is expected to lead and participate on Food Safety program initiative teams, aligning programs with the UF/IFAS Extension Roadmap. The agent will partner with industry, government agencies, and clientele groups in developing and delivering high-quality education and training programs compliant with the Food Safety Modernization Act (FSMA). Responsibilities will include establishing a program advisory committee to assess needs, develop and deliver educational programs, conduct evaluations to measure program impact and outcomes, and report on program successes.

Essential job duties include, but are not limited to:

- Plan, develop, deliver, evaluate, and report on a comprehensive education and training program in Food Safety, including the FSMA Produce Safety Rule, Preventive Controls for Human Foods, Foreign Supplier Verification, and Sanitary Transport Rules.
- Plan, develop, deliver and evaluate organized educational events. Delivery methods will include in-person or online workshops, conferences, seminars, short courses, etc.
- Review and write educational materials (e.g., fact sheets, publications, etc.) to support the educational programs.
- Collaborate with agencies, businesses and organizations to enhance the content and delivery of food safety programs within the programmatic area, including participation in integrated programs with state and federal agencies.
- Establish a standing as an expert resource and point-of-contact for advanced clientele, area Extension Centers, industry-related businesses, and governmental or non-profit agencies.
- Work cooperatively to facilitate area extension programs for extension agents and clientele to enhance research and knowledge transfer within the area.
- Participate in collaborative and applied research projects and demonstrations related to variances and alternates as defined in the produce safety rule and other science based food safety metrics.
Facilitate research information transfer to the industry and citizens associated with an identified area of expertise in cooperation with the research efforts of the Citrus Research and Education Center.

Serve as project leader for revenue enhancement that supports the extension program.

General components of the position:

- Establish and maintain a system to measure program accountability and effectiveness including area wide programs and impacts.
- Provide leadership for the management of all program components including program policies, record keeping, risk management, communications, and educational materials.
- Assume other assignments and responsibilities in support of the total extension program as assigned by the CREC Center Director in collaboration with the South Central District Extension Director.
- Follow all university policies and procedures.

The SSA will develop and execute a plan of work, follow a sound programming process (e.g., a logic model with SMMART objectives and measurable outcomes and impacts), use appropriate and varied program delivery methods, provide evidence of positive practice change by target audiences, report program accomplishments, outcomes, and impacts, and communicate program success across the state to a variety of audiences. The SSA will keep up with current information technology, communication, and program delivery trends including information delivery through websites and social media. The successful candidate must demonstrate the ability to develop good media relations, work cooperatively as a leader and team member, and work independently with minimal supervision.

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 is required; a Ph.D. degree is preferred. Degrees must be from an accredited college or university in food science or a related field. Experience and/or training in the food safety field, as well as land-grant university extension or equivalent educational programming experience is preferred.

The SSA must be willing to work irregular hours and weekends; occasional overnight travel is required. Must be able to obtain a Florida Driver’s license; must be willing to travel using personal transportation.

Further information
UF/IFAS Extension is a partnership among state, federal, and county governments that provides scientific knowledge and expertise to the public through the Florida Cooperative Extension Service. UF/IFAS Extension encompasses thousands of extension faculty members, scientists, educators, administrative staff, and volunteers, all working to making knowledge accessible to sustain and enhance the quality of human life. For more about UF/IFAS Extension, please see http://solutionsforyourlife.ufl.edu/about/.
**Application Instructions**

Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/498081](http://explore.jobs.ufl.edu/cw/en-us/job/498081), 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 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.*