



Position # 0001-4019

Requisition # 48958

Classification Title: Extension Agent I, II, or III – Environmental and Commercial Horticulture

Application deadline: 2 December 2020

Job Description:

The [Institute of Food and Agricultural Sciences](#) is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. We strongly encourage historically underrepresented groups to apply.

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD) or visit [Accessibility at UF](#) .

The Florida Cooperative Extension Service is a partnership between state, federal, and county governments that provides quality, relevant education and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, natural resources, youth development, families and communities.

University of Florida/IFAS Extension and Jackson County are seeking an Extension Agent to lead both commercial and residential horticulture education through the design, implementation, and evaluation of extension programming that meets the needs of the county's diverse population. As the Agent, you will spend roughly 60% of your time on commercial horticultural programs and 40% leading the Jackson County Master Gardener volunteers who provide residential horticulture education. Integrated into these two programs is a 5% assignment in 4-H Youth Development.

You will work as part of a team of Agents from neighboring counties that collaborates to measure the impacts of educational programs on 1) Best Management Practices (BMPs) to promote sustainability and conservation of resources in support of commercial and residential vegetable, fruit, citrus, nut, ornamental nursery, and sod production systems; and 2) promotion and implementation of Florida Friendly Landscapes.

You will develop and foster a volunteer group of Master Gardeners to expand program scope. You will build an advisory committee composed of citizens and professionals that will assist you with program priorities and design to reach your audiences. You will obtain financial resources to support your programs and you will manage all components (e.g., policies, records, risk, communication, and accountability). You will cooperate in interdisciplinary projects, provide

service to schools, develop creative works (presentations, posters, website development, etc.), write non-technical people-friendly publications, and participate in professional societies.

This role provides the opportunity to make a positive impact in the Jackson County community as you help shape future generations. As such, you will collaborate with the County Extension Director and District Extension Director on other responsibilities that benefit the total county extension program.

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.

Minimum requirements:

The successful candidate will have a bachelor's degree in horticulture or a related field. A flexible schedule that allows for irregular hours is necessary. If you have solely a bachelor's degree upon hire, we want you to continue to grow in your career. As such, we expect you to make at least 50% progress towards obtaining your master's degree within the first 6 years of employment. Course work completed within the State University System of Florida comes with a tuition waiver. A valid driver's license, a national background screening, and a drug-screening test are requirements of this position.

Preferred qualifications:

A master's degree and extension experience or equivalent are highly desirable. You should be an effective written and verbal communicator, feel comfortable presenting in front of small and large crowds, be able to establish solid partnerships, and find innovative ways to attract new audiences. Your abilities to use computers, apply social media to your work, organize and motivate people, manage volunteers, and work in teams must be strong. Experience working in multicultural settings and coursework or training on multicultural topics are desirable. Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role. Jackson County residency is preferred, as the agent is expected to be an active member of the community.

Further information:

Jackson County, a rural community of 49,000 residents, is located in the middle of the Florida Panhandle bordering both Alabama and Georgia. The Jackson County Extension office is located in the county seat of Marianna. Currently five faculty members, four support staff, and one program assistant make up the UF/IFAS Extension – Jackson County team. The Jackson County Extension office is located in the Jackson County Agriculture Office Complex.

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 at <http://apply.interfolio.com/65090> by 11:59 p.m. (Eastern) of the posting end date, and attach:

- Cover letter that describes how your experience and qualifications have prepared you for this position
- Résumé or Curriculum vitae

The following documents are required and may either be submitted through the above link at the time of application, or sent separately to our office (below).

- Previous Employment Form (located at http://personnel.ifas.ufl.edu/prev_employment.pdf).
- Unofficial copies of all transcripts and/or coursework of your academic degrees
- A minimum of 3 reference rating forms (located at http://personnel.ifas.ufl.edu/ref_form.pdf) from your professional/academic references. Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position's closing date. They may 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

Selected candidate will be required to provide an 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 \(NACES\)](#).

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD). Hiring is contingent upon eligibility to work in the US. Searches are conducted in accordance with Florida's Sunshine Law.

The [University of Florida](#) is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The [Institute of Food and Agricultural Sciences](#) is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. The University and greater Gainesville community enjoy a diversity of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.