

## Extension Agent I or II – Family and Consumer Sciences University of Florida

Direct Link: <https://www.AcademicKeys.com/r?job=244695>

Downloaded On: Nov. 10, 2024 10:07pm

Posted Sep. 12, 2024, set to expire Jan. 11, 2025

<b>Job Title</b>	Extension Agent I or II – Family and Consumer Sciences
<b>Department</b>	UF/IFAS Extension
<b>Institution</b>	University of Florida Yulee, Florida
<b>Date Posted</b>	Sep. 12, 2024
<b>Application Deadline</b>	Aug. 29, 2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Faculty Associate
<b>Academic Field(s)</b>	Finance Business - General
<b>Job Website</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/532782">https://explore.jobs.ufl.edu/en-us/job/532782</a>
<b>Apply Online Here</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/532782">https://explore.jobs.ufl.edu/en-us/job/532782</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Job Description:**

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The [Institute of Food and Agricultural Sciences](#) is creating an environment that affirms community across all dimensions. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. 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](#).

### **You Belong at a University that's Leading the Way**

The Florida Cooperative Extension Service is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. The University of Florida (UF), together with Florida A&M University (FAMU), administers the Florida Cooperative Extension Service.

At UF, Extension is located in the Institute of Food and Agricultural Sciences (IFAS), the College of Agricultural and Life Sciences (CALS) and the Florida Agricultural Experiment Station, and UF/IFAS Extension.

UF/IFAS is a federal, state, and county partnership dedicated to developing knowledge in agriculture, human and natural resources, and the life sciences and to making that knowledge accessible 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.

### **The Opportunity**

University of Florida/IFAS Extension and Nassau County seek to fill a 12-month, permanent status-accruing Family and Consumer Sciences Extension Agent position. Nassau County, an urbanizing county in northeast Florida, with both resort/beach and rural communities, wishes to hire an individual to improve the economic well-being, health, and wellness among Nassau County residents of different socio-economic backgrounds.

You will collaborate with faculty in other program areas in carrying out programs in agriculture, natural resources, Florida-Friendly Landscaping™, and 4-H Youth Development. You will also devote 5% of your effort to 4-H Youth Development in your area of expertise.

You will follow all University of Florida and Nassau County policies and procedures and will perform other duties as assigned by the County Extension Director and Northeast District Extension Director.

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### **What you are responsible for:**

- Develop, implement, maintain, and evaluate comprehensive county Family and Consumer Sciences program in cooperation with local citizens, organizations, volunteers, businesses, agencies, and county/state extension colleagues.
- Use resourcefulness, creativity, enthusiasm, and innovation to strengthen educational programs while reviewing and implementing new policies, maintaining records, managing financial resources, assessing risks, communicating, marketing effectively across social media platforms, and creating education materials and opportunities for Nassau County.
- Establish a local advisory committee to assess clientele needs and guide program development.
- Work with clientele as a subject-matter expert and provide technical expertise – through teaching and one-on-one consultations – in relation to Family and Consumer Sciences topics.
- Collaborate with agencies and organizations, including the local health department, concerned with the needs and well-being of area citizens, youth, and families to provide proactive educational programming for residential and commercial audiences.
- Respond to clients in a timely and professional manner.
- Participate in appropriate professional organizations.
- Develop a financial plan to acquire funding to support your programs that may include contracts, grants, sponsorships, and subscriptions that follow UF regulations and UF accounting standards.
- Attend and contribute to professional meetings, in-service trainings, and actively seek out professional development opportunities.
- Create and follow a professional development plan.
- Follow all UF/IFAS Extension policies regarding affirmative action, program development, and reporting.
- Attaining promotion and permanent status per state extension faculty guidelines.

Other assignments and responsibilities will be carried out in support of the total Extension program. The successful candidate will follow all university and county policies and procedures. Additional duties may be assigned by the County Extension Director or District Extension Director.

In addition, the county faculty member must possess good verbal, written and listening communication skills; have qualities of resourcefulness, creativity, enthusiasm, and innovativeness; and have good organizational development and management skills. Knowledge and experience with computer technology and social media are essential.

The agent's primary work location is the Rebecca L. Jordi Cooperative Extension Office at 85831 Miner

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Road, Yulee, FL 32097. The Callahan Extension Satellite Office (543350 US Highway 1, Callahan, FL 32011) shall serve as a secondary work location, as needed.

### **Expected Salary:**

Commensurate with Education and Experience

### **Minimum Requirements:**

- A bachelor's degree from an accredited college or university in family resource management, human nutrition, health sciences, food safety, financial management, family and consumer sciences, or a closely related field. If hired solely with a bachelor's degree, we want you to grow in your career. Therefore, you will be expected to progress at least halfway towards obtaining a master's degree within 6 years of employment. Tuition assistance opportunities are available from the University (state) or county.
- Technical expertise in financial management and healthy living.
- A commitment to positive and proactive customer service, shown by timely and efficient response to clients.
- Strong oral and written interpersonal, communication, leadership, and organizational skills.
- Ability to prioritize, multi-task, and balance diverse responsibilities.
- Technological literacy necessary for communication and program management, including social media.
- Good record-keeping techniques.
- Ability to possess and obtain a Florida driver's license.
- Flexibility with working hours; willingness to work irregular hours, including evenings, weekends and overnight travel.
- Candidates must also have a commitment to [UF core values](#).

### **Preferred Qualifications:**

- A master's or higher degree. Candidates must hold a master's degree to be considered at the Extension Agent rank II.
- Experience working in family resource management, human nutrition, food safety, financial management, family and consumer sciences, or a closely related field. Experience creating lesson plans, developing instructional materials, and applying teaching methods appropriate for the audience.
- Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations.

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- Experience as a communicator who is comfortable presenting in front of small and large crowds.
- Ability to establish solid partnerships.
- Experience acquiring extramural funding.
- Outstanding management skills (coach, mentor, motivator, etc.).
- Leadership and problem-solving skills.
- A strong commitment to community.
- Familiarity working in political settings.
- Experience creating a vision and getting buy-in from others.
- Experience working in multicultural settings and with underserved audiences

### Special Instructions to Applicants:

Apply at [Careers at UF](#) by 11:55 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
- Unofficial copies of all transcripts (showing coursework) of your academic degrees

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

- [Current and Previous Employment Form](#)
- A minimum of 3 [reference rating forms](#) from your professional/academic references. **Applicants are responsible for sending the rating form link to their 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:

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



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[ifas-hr@ifas.ufl.edu](mailto:ifas-hr@ifas.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 \(NACES\)](#).

Hiring is contingent upon eligibility to work in the US. The University of Florida is a public institution and subject to all requirements under Florida Sunshine and Public Record laws

The University of Florida is an Equal Employment Opportunity Employer. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotion, transfers, discipline, terminations, wage and salary administration, benefits, and training. The University and greater Gainesville community enjoy a variety of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.

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Health Assessment Required:No

**Advertised:**15 Aug 2024 Eastern Daylight Time

**Applications close:**29 Aug 2024 Eastern Daylight Time

### EEO/AA Policy

The University of Florida is an Equal Employment Opportunity Employer. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation,



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gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotion, transfers, discipline, terminations, wage and salary administration, benefits, and training. The University and greater Gainesville community enjoy a variety of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** UF IFAS HR Faculty Recruitment and Hiring  
Uf/Ifas Hr  
University of Florida  
PO Box 110281  
Gainesville, FL 32611-0281

**Fax Number** 352-392-3226

**Contact E-mail** ifas-hr@ifas.ufl.edu