



Position # 0001-3964

Requisition # 49568

Classification Title: Extension Agent I, II, or III, – Urban/Commercial Horticulture and 4-H Youth Development

Application deadline: 10 October 2019

Job Description:

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 Lake County seek to fill a full-time, permanent status-accruing Urban/Commercial Horticulture and 4-H Youth Development Agent position with a self-starting, responsive, energetic, and team-oriented individual. As the Agent, you will design, conduct, evaluate, and report on extension educational programming for professional and residential clientele and user groups in the areas of urban horticulture, including environmental horticulture production, Florida-Friendly Landscaping™/Florida Yards and Neighborhoods (ffl.ifas.ufl.edu), Green Industries Best Management Practices (GI-BMPs), and Integrated Pest Management (IPM). You will work with nursery managers, producers, developers, and community associations to achieve practice change in water conservation and quality, public awareness, economic, and environmental/social sustainability. You will deliver educational programs using workshops, publications, media efforts, demonstrations, site visits, and other methods. This position has a 20% 4-H Youth Development appointment, thus you will implement and coordinate 4-H STEM (Science, Technology, Engineering, and Math) program in cooperation with the Lake County 4-H Youth Development Agent.

We expect you to have a working knowledge of environmental horticulture and experience with diagnostic skills, best management practices, soils, plant nutrition, and pest identification and management. You will work with other extension agents, agencies, and groups on cooperative educational efforts designed to produce positive practice change with high impact.

You will develop and maintain an advisory committee to assess client needs and program design. You will create an annual plan of work and report of accomplishment (including extension program planning, implementation and evaluation details) based on the input of the advisory committee and other stakeholders. Additional faculty reports will be required. You will employ skills in effective organization and record keeping, and will respond to clients in a timely and professional manner.

This position cooperates and partners with agencies and organizations in interdisciplinary projects. You will develop creative works, write client and public-friendly publications and other educational materials, seek extramural funding, and participate in professional societies. You will occasionally assume other responsibilities that benefit the total county extension program as assigned by the County Extension Director and/or the District Extension Director.

You will be expected to attain promotion and permanent status according to UF guidelines. Candidates will be reviewed as applications are received, but 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 professional schedule that allows for irregular hours is necessary. Proficiency with computer technology, software applications, social media, and internet use is required. If hired with solely a bachelor's degree, we want you 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 as well as a national background screening are requirements of this position.

Preferred qualifications:

Highly desirable are a master's degree in horticulture or agricultural communication and leadership, professional experience in the field, familiarity with or willingness to learn webpage design software and online tools in educational technology, and Spanish/English bilingual ability. Expertise and leadership capabilities 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. You must 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.

Further information:

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/65642> 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.