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.

The University of Florida/IFAS seeks to fill a 12-month, permanent status-accruing Regional Specialized Extension Agent (RSA, 100% state funded) in 4-H Youth Development located in the Northeast Extension District. As the RSA, you will develop, implement, teach, evaluate, and report on (1) district-level programs in support of 4-H county faculty and youth professionals (60%), and (2) a statewide assignment in support of Florida 4-H (40%). The preferred location for this position is Gainesville, FL but the location is negotiable within the Northeast District.

At the district level, you will (1) provide leadership and support to county 4-H faculty and professionals in planning, developing, implementing, and evaluating 4-H Youth Development programs to ensure the quality of county and district 4-H programs, (2) grow professional development opportunities for 4-H county faculty and professionals, and (3) lead compliance efforts with federal, state, county, and UF regulations and their implementation.

At the state level, you will provide leadership for a designated 4-H program and curriculum areas as assigned. This assignment includes program/curriculum development, planning, and implementation through structured learning activities and events, recognition, and program evaluation. The specific program and project areas of responsibility will be assigned according to program needs and in consideration of your qualifications, strengths, and interests. The assigned areas of responsibility may change periodically. This assignment also includes coordinating efforts with the 4-H state staff, 4-H State Specialized Agents, and specialists with relevant expertise as appropriate to ensure that consistency and research-based information and best practices are utilized.

You will establish an advisory committee to provide program direction and feedback. You will develop creative works (including presentations, posters, website development, and videos), write non-technical, people-friendly publications, participate in professional societies, collaborate on state evaluation projects, and seek extramural funding.
You will carry out other assignments and responsibilities in support of the total Extension program. You will follow all university and county policies and procedures. Additional duties may be assigned by the District Extension Director and/or the 4-H Program Leader.

The 4-H RSA is a member of the Northeast Extension District faculty under the co-supervision of the Northeast District Extension Director and the Associate Dean for Extension/State 4-H Program Leader. The 4-H RSA is also a member of the state 4-H team for program development and project leadership efforts under the direction of the Associate Dean for Extension/State 4-H Program Leader and in cooperation with state 4-H faculty/staff.

**Minimum requirements:**
An earned master’s degree or higher from an accredited university in youth development or a closely related discipline is required. Degrees in other disciplines will be considered for candidates with professional 4-H Youth Development experience. Candidates must have at least 5 years of Extension/4-H experience, hold the rank of Extension Agent II, III or IV, or be eligible for these ranks within University of Florida/IFAS Extension.

The 4-H RSA must be willing to work irregular hours, evenings and weekends. Occasional overnight travel is required, as well as travel with a personal or University-assigned vehicle. The successful candidate must be able to obtain and maintain a valid Florida Driver’s license and pass a criminal background check.

**Preferred qualifications:**
Skills in verbal and written communication, interpersonal relationships, problem-solving, and procurement of extramural funding; skills in providing web-based learning; resourcefulness, creative, enthusiastic, and innovative; good organizational development and management skills; knowledge and experience with computer technology and social media. Previous experience with 4-H as a member, leader, or agent is desirable.

Candidates must support of the mission of the Land-Grant system: teaching, research, and extension and have a commitment to IFAS core values of excellence, diversity, global involvement, and accountability.

**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/66449 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.