

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

Direct Link: <https://www.AcademicKeys.com/r?job=244678>

Downloaded On: Sep. 13, 2024 4:19am

Posted Sep. 11, 2024, set to expire Oct. 8, 2024

<b>Job Title</b>	Extension Agent I or II – Family Consumer Science
<b>Department</b>	UF/IFAS Extension
<b>Institution</b>	University of Florida Homstead, Florida
<b>Date Posted</b>	Sep. 11, 2024
<b>Application Deadline</b>	Oct. 8, 2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Home Economics/Consumer Sciences
<b>Job Website</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/533108">https://explore.jobs.ufl.edu/en-us/job/533108</a>
<b>Apply Online Here</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/533108">https://explore.jobs.ufl.edu/en-us/job/533108</a>

**Apply By Email**

**Job Description**

Job Description:

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

The University of Florida (UF), the flagship university for the state of Florida, is a land grant institution with core values of unique purpose, excellence, integrity, collaboration and partnership, lifelong learning, responsiveness, innovation, communication, and global reach.

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

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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 Opportunity**

This full-time permanent status accruing Extension Agent will work jointly for UF/IFAS Extension and Miami-Dade County. The successful candidate will lead through designing, implementing, and evaluating community-based education programs that improve financial literacy and help individuals, families, and communities improve their economic well-being. Educational programs may be targeted to help individuals and families manage financial resources or own a home (about 55% of your time). The successful candidate will work with beginning and established cottage food and food entrepreneurs on topics such starting a food business, food safety, labeling and packaging, regulations, and financial management (about 40% of your time). At least 5% of the candidate's time will be devoted to 4-H Youth Development. The Family Consumer Science Agent's extension education program will be guided by an advisory committee that incorporates the needs of the county's varied population.

We are looking for candidates with academic and people skills who work well in teams, honor their commitments, and innovate in a rapidly changing world. The candidate will use an understanding of financial management, quality of life, and community stability to lead an educational program that empowers people to adopt healthy financial behavior, prevent financial stress, and achieve long-term social and economic success. This role provides the opportunity to positively impact the Miami-Dade County community in helping to shape future generations.

### **The candidate will be able to:**

- Plan, develop, teach, and evaluate community-based education programs to help people acquire the knowledge and skills to build financial security.
- Promote best practices for food entrepreneurs.
- Promote positive financial practices for limited-resource families.
- Market education programs to reach varied populations.
- Employ programmatic strategies to ensure the success of varied populations.
- Build a varied advisory committee composed of citizens and professionals to assist with program priorities and design.
- Partner with colleagues, community leaders, agencies, and elected officials to create urban/rural community opportunities that enhance the local economic condition.
- Obtain financial resources to support programs and manage all components (e.g., policies,

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records, risk, communication, and accountability).

- Demonstrate resourcefulness, creativity, enthusiasm, collaboration, leadership, and innovation to strengthen current educational programs while reviewing and implementing new policies, maintaining records, assessing risks, communicating and marketing effectively across multi-media platforms, managing financial resources, and creating educational materials and opportunities for Miami-Dade County.

### **Further Information:**

UF/IFAS employs more than 2,000 faculty and staff statewide. UF/IFAS Extension is a partnership between state, federal, and county governments to provide quality, relevant education, and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We employ 375 Extension Agents and have an office in each of Florida's 67 counties. We attribute our success to a workforce that embraces the contributions of people of all backgrounds and ability levels. The Extension Agent will contribute to a community that provides space for innovation, creativity, collaboration, growth, and development for all.

[Miami-Dade County](#), with a population of 2.7 million, is located on the southern tip of the Florida peninsula. The [main Extension office](#) is located in Homestead, about 1 mile from the UF/ [IFAS Tropical Research and Education Center](#). There are also four satellite extension offices in Hialeah, Palmetto Bay, and the University of Miami campus on Virginia Key. Miami-Dade County Extension is part of the UF/IFAS Southeast Extension District, composed of twelve counties and the Seminole Tribe.

Employment is contingent on the results of a physical examination, a substance screening, and a national background screening.

In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties at the county or district level.

Candidates must have the ability to possess (or be able to obtain) a Florida driver's license, be able to work flexible hours, and have the willingness to occasionally work long and irregular hours, including evenings, weekends, and overnight travel.

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. Are you a good match? [Apply today!](#)

### **Expected Salary:**

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Commensurate with Education and Experience

### **Minimum Requirements:**

- A bachelor's degree in family and consumer sciences, business, economics, financial management, or a closely related discipline. We will accept applicants without a bachelor's degree if the degree will be earned by December 2024.
- Must show significant progress (at least 30% of the requirements) towards completing Accredited Financial Counselor (AFC) certification within 3 years of employment.
- Must become ServSafe® certified prior to teaching food safety and quality education to food entrepreneurs.
- Ability to work with community agencies and groups in collaborations and partnerships.
- Ability to work cooperatively as a leader and team member.
- Ability to work independently with minimal supervision.
- Excellent verbal and written communication skills.
- Resourcefulness, creativity, enthusiasm, and innovativeness.
- High-level organizational development and management skills.
- Knowledge and experience in using and applying information technology and communications applications.
- Candidates must also have a commitment to [UF core values](#).

### **Preferred Qualifications:**

- A master's degree is preferred. If hired with a bachelor's degree only, significant progress (50% minimum) towards obtaining a master's degree is expected within 6 years of employment (Candidates must hold a master's degree to be hired as an Extension Agent II or higher).
- Previous experience with family and consumer sciences extension programs.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Experience creating lesson plans, developing instructional materials, and applying teaching methods appropriate for a diverse audience.
- Technological literacy necessary for communication and program management, including social media.

### **Special Instructions to Applicants:**

Apply at [Careers at UF](#) by 11:55 p.m. (Eastern) of the posting end date, and attach:



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- 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

[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,



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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.

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](#).

Health Assessment Required: Yes

**Advertised:** 10 Sep 2024 Eastern Daylight Time

**Applications close:** 08 Oct 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, 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 Human Resources Faculty Recruitment and Hiring



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