Extension Agent I or II – Residential Horticulture (57316)
University of Florida

Direct Link: https://www.AcademicKeys.com/r?job=134988
Downloaded On: Jan. 3, 2020 12:07pm
Posted Dec. 13, 2019, set to expire Jan. 9, 2020

**Job Title**
Extension Agent I or II – Residential Horticulture (57316)

**Department**
UF/IFAS Extension
http://lake.ifas.ufl.edu/

**Institution**
University of Florida
Tavares, Florida

**Date Posted**
Dec. 13, 2019

**Application Deadline**
Jan. 9, 2020

**Position Start Date**
Available immediately

**Job Categories**
Core Faculty

**Academic Field(s)**
Horticulture
Agricultural Extension
Agricultural - General

**Job Website**
https://apply.interfolio.com/72429

**Apply Online Here**
https://apply.interfolio.com/72429

**Apply By Email**

**Job Description**

University of Florida: College of Agricultural and Life Sciences: 60350000 - AG-COUNTY OPERATIONS: 60353035 - AG-LAKE

Location
Tavares, FL
Open Date
Dec 13, 2019
Deadline
Jan 9, 2020 at 11:59 PM Eastern Time

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 12-month, permanent status-
accruing Residential Horticulture Extension Agent position. Lake County, a growing area in central
Florida, wishes to hire an individual with skills in residential landscapes and volunteer management.

As the Agent, you will build an extension program that provides public education on issues related to
residential horticulture, food systems, and water conservation in Lake County. You will oversee the
Master Gardener Volunteer program including the daily operation of all Master Gardener Volunteer
events, projects and committees. You will conduct on-going training for existing Master Gardener
Volunteers plus an annual introductory training session for new recruits.

You will team with other faculty in carrying out programs in agriculture, natural resources, family and
consumer sciences, Florida-Friendly Landscaping™ and 4-H Youth Development and you will help
promote local food systems education in support of the County Extension Program. You will also
oversee the management of the Discovery Gardens teaching garden, supervise the garden’s
landscape technician, and coordinate Master Gardener volunteer activities within the gardens for
educational purposes.

You will follow all University of Florida and Lake County policies and procedures and will perform other
duties as assigned by the UF/IFAS Lake County Extension Director and Central District Extension
Director.

Specific duties of this position include:

Planning, developing, implementing, and evaluating your extension programs.
Responding to clients in a timely and efficient manner.
Managing the UF/IFAS Lake County Master Gardener social media accounts.
Developing and maintaining an active residential horticulture advisory committee that will provide input
for the direction of the program.
Working with other agents as part of a team and collaborating on projects such as grants and events.
Writing articles, developing multi-media presentations, composing county fact sheets, and creating posters and exhibits.

Obtaining extramural funding for program delivery and enhancement.

Developing or assisting with 4-H Youth Development activities.

Participating in appropriate professional organizations.

Becoming a certified and active instructor in Green Industry Best Management Practices (GI-BMPs).

Attaining promotion and permanent status per state extension faculty guidelines.

Further information:

The agent’s home location is the Lake County Extension Office in Tavares, FL.

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.

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.

Qualifications

Minimum requirements:

You must hold a bachelor’s degree in horticulture, environmental horticulture, or a closely related area. 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.

You must: 1) possess or be able to obtain a valid Florida driver’s license; 2) be flexible with your time and willing to work irregular hours, including evenings, weekends, and overnight travel; 3) comply with the policies in the Memorandum of Understanding between Lake County Government and the University of Florida.

Preferred qualifications:
A master’s degree, practical experience in horticulture, and experience working with and managing volunteers is highly desirable. Other desirable qualities include excellent written and oral communication skills; ability to present in front of large groups; experience using a variety of educational methods to reach diverse audiences; knowledge of residential horticulture, turfgrass culture, vegetable gardening and plant/pest diagnostics; knowledge of basic irrigation systems, water conservation, and efficient irrigation practices; familiarity with state and federal pesticide and fertilizer application licensing requirements; ability to develop and maintain strong, positive relationships with Master Gardener volunteers; excellent organizational skills and good record-keeping techniques; experience with technology-enhanced and technology-based teaching methods.

Application Instructions
Apply at http://apply.interfolio.com/72429 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.

#category=64

**EEO/AA Policy**

Equal Employment Opportunity Statement
The University of Florida 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, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.

**Contact Information**

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

Contact  Ms. Dana LeCuyer
          UF/IFAS Extension
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