

Extension Agent I - III – Horticulture, Agriculture, and  
Natural Resources  
University of Florida

Direct Link: <https://www.AcademicKeys.com/r?job=238467>

Downloaded On: Oct. 9, 2024 9:59am

Posted Jul. 2, 2024, set to expire Dec. 14, 2024

<b>Job Title</b>	Extension Agent I - III – Horticulture, Agriculture, and Natural Resources
<b>Department</b>	UF/IFAS Extension
<b>Institution</b>	University of Florida Crawfordville, Florida
<b>Date Posted</b>	Jul. 2, 2024
<b>Application Deadline</b>	Jul. 25, 2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Horticulture Agricultural Extension
<b>Job Website</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/532109">https://explore.jobs.ufl.edu/en-us/job/532109</a>
<b>Apply Online Here</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/532109">https://explore.jobs.ufl.edu/en-us/job/532109</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**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

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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](#) .

### **The Opportunity**

The Florida Cooperative Extension Service is a partnership between state, federal, and county governments. County Extension faculty provide high quality, relevant, research-based expertise and education to foster healthy people, healthy environments, and healthy economies. 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 Wakulla County are seeking an Extension Agent to design, implement, and evaluate extension programming that meets the needs of the county's varied population. This position includes 1) residential horticulture, 2) Master Gardener Volunteer (MGV) training in Wakulla and Franklin counties, 3) small farms, and 4) inland and coastal natural resources. In addition, all non-4-H Extension faculty members contribute 5% effort to the 4-H Youth Development program. Wakulla County faculty collaborate frequently and share expertise with neighboring Franklin and Gulf counties.

### **What you will do:**

- Design, deliver, and evaluate educational programs based on Green Industry Best Management Practices (GI-BMP) and Florida Friendly Landscape (FFL) principles that promote sustainability and environmentally sound principles for Wakulla County clientele involved in commercial or residential horticultural enterprises.
- Recruit, train, develop, and support a group of Master Gardener volunteers to expand program scope.
- Collaborate with the Northwest District Horticulture Program Implementation Team and Natural Resource Program Implementation Team working with peers to plan, teach, and evaluate virtual and face-to-face educational programs to meet clientele needs.
- Create strategies for program enhancement to include fee-based events, sponsorships, and grants and manage all components related to fiscal accountability (policies, records, risk, etc.).
- Build an advisory committee composed of citizens and professionals who will assist you with program priorities and design to reach your audience.
- Develop creative works (presentations, posters, website development, etc.) and write non-technical, people-friendly publications.



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- Promote educational programs and engage with the community through various news media outlets, including TV, radio, and print, raising awareness of Extension's mission and horticultural expertise.
- Collaborate with the County Extension Director and District Extension Director on other responsibilities that benefit the total county and district Extension program.

### **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 with a mission of providing quality, relevant education, and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We employ 375 Extension Agents, and we 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 be a contributor to a community that provides space for innovation, creativity, collaboration, growth, and development for all.

UF/IFAS Extension Wakulla County is in the Florida Panhandle. Wakulla County is a growing coastal county of over 35,000 people and is known for its natural beauty and outdoor recreation. Public lands include the Apalachicola National Forest, St. Marks National Wildlife Refuge, Wakulla State Forest, and Wakulla Springs State Park. Its public schools are A rated by the Florida Department of Education. Wakulla County faculty collaborate frequently and share expertise with Franklin County.

Employment is contingent on the results of a national background screening.

In the event of an emergency, all employees 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 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:**

Commensurate with Education and Experience

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**MINIMUM REQUIREMENTS:**

- A bachelor's degree in horticulture or related agriculture related field.  
If hired as Extension Agent II or above, a Master's degree is required.
- Strong oral and written interpersonal and communication skills.
- Ability to prioritize, multi-task, and balance diverse responsibilities.
- A commitment to customer service and Extension for All guidelines.
- Ability to use computers, web delivery, and apply social media to your work.
- Ability to possess (or be able to 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 degree.  
If hired solely with a bachelor's degree, we want you to continue to grow in your career. We expect you to make at least 50% progress towards obtaining your master's degree within the first 6 years of employment. UF's [Employee Education Program](#) offers financial assistance for employees required to obtain advanced degrees.
- Extension experience or equivalent.
- Experience in environmental and residential horticulture.

**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. Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent



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positions you apply for during that time. **Applicants are responsible for sending the rating form link to their references.**

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, 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:No



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**EEO/AA Policy**

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**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 Extension  
University of Florida  
P O Box 110281  
Gainesville, FL 32611-0281

**Fax Number** 352-392-3226

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