

District Director & Extension Agent IV or District Director &
Professor
University of Florida

Direct Link: <https://www.AcademicKeys.com/r?job=248717>

Downloaded On: Nov. 23, 2024 3:02am

Posted Nov. 12, 2024, set to expire Nov. 26, 2024

Job Title	District Director & Extension Agent IV or District Director & Professor
Department	UF/IFAS Extension
Institution	University of Florida Quincy, Florida
Date Posted	Nov. 12, 2024
Application Deadline	Nov. 26, 2024
Position Start Date	Available immediately
Job Categories	Professor Director/Manager
Academic Field(s)	Agricultural Extension
Job Website	https://explore.jobs.ufl.edu/en-us/job/533850
Apply Online Here	https://explore.jobs.ufl.edu/en-us/job/533850
Apply By Email	
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

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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 (FCES) is a partnership among state, federal, and county governments. 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 is seeking a District Extension Director (DED) to lead Extension personnel and programming in the Northwest Extension District.

Job description:

Major Responsibilities of the Northwest District Extension Director (DED):

- Provide leadership for the recruitment, selection, and orientation of county staff in cooperation with Program Leaders, Extension Administration, County Government, County Extension Directors (CEDs), and Florida A&M University (FAMU) Administrators (as appropriate).
- Work closely with County Extension personnel concerning problem solving, resource acquisition and distribution, marketing, and personnel support.
- Maintain, with Program Leaders and Deans, effective working relationships between the FCES and the Boards of County Commissioners, county officials, state officials and staff, commodity organizations, industry representatives, and consumer and natural resources groups, particularly those within the district.
- Provide strong and positive leadership for the implementation of issue-based educational programs throughout the district.
- Maintain close working relationships with various IFAS administrators and offices (other DEDs, department chairs, center directors, IFAS HR, grant office, Advancement office, Extension Business Services, and others).



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Tasks of Northwest District Extension Director:

Provide leadership for the recruitment, selection, and orientation of county staff, in cooperation with Program Leaders, Extension Administration, County Government, CEDs, and FAMU Administrators (as appropriate).

- Facilitate smooth implementation of County Operations procedures in the recruitment, selection, and orientation of new staff.
- Comply with EEO, ADA, and other applicable laws in the hiring process.
- Be involved with FAMU hiring process for County Faculty.

Work closely with County Extension personnel concerning problem solving, resource acquisition and distribution, marketing, and personnel support.

- Work with CEDs and appropriate local and state staff to solve problems and create professionalism.
- Support CEDs in securing, organizing, and allocating resources.
- Support CEDs in preparing budgetary requests and administering budgets.
- Authorize all travel by County Faculty requiring state or grant funds administered by the University.
- Collaborate closely with the Dean for Extension through the Extension Business Services Team to address fiscal responsibilities involving budget, finance, salary adjustments, and promotions. Additionally, this role will work directly with Extension Business Services to ensure compliance with HR procedures and policies, as well as oversee the management of MOUs and contracts with county and private partners.
- Manage and monitor participation in professional development opportunities, with input from Program Leaders and CEDs.
- Provide leadership, with input from CEDs and Program Leaders, for County Faculty evaluation, including FAMU faculty when appropriate, and make recommendations to the Dean.
- Assist CED's with receiving training they need to be successful.

Maintain, with Program Leaders and Deans, effective working relationships between the FCES and the Boards of County Commissioners, county officials, state officials and staff, commodity organizations, industry representatives, and consumer and natural resources groups, particularly those within the district.

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- Liaise and meet with contacts regularly.

Provide strong and positive leadership for the development and implementation of issue-based educational programs throughout the district.

- Work with Associate Deans, Program Leaders and evaluators within the ITL (Initiative Team Lead) structure to assure that programming needs are met through multiple assessment tools such as advisory committees, county demographics, and public opinion surveys.
- Assure that county programs fit within the Extension Pathway to the maximum degree possible.
- Work with FAMU administration in implementing appropriate programs.

Maintain close working relationships with various IFAS administrators and offices (other DEDs, department chairs, center directors, IFAS HR, grant office, SHARE office, Extension Business Services, and others).

- Foster healthy relationships between county, state, local and IFAS leaders.

This role provides the opportunity to make a positive impact in the Northwest Extension District community as you help shape future generations.

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.

Supervision:

The Director of the Northwest Extension District will report to the Dean for Extension and Director of the Florida Cooperative Extension Service.

Further information:

The position will be based at the North Florida Research & Education Center (NFREC) located in Quincy, within the Florida panhandle. This region is home to a diverse agricultural economy, including the production of cattle, timber, row crops, vegetables, fruits, nuts, nursery crops, and sod. The area serves as a hub for applied research and Extension services that directly benefit these agricultural sectors.

As a land-grant institution, the University of Florida (UF) plays a vital role in advancing the agricultural and natural resources industries through its Extension mission, alongside Florida A&M University

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(FAMU). Together, UF and FAMU work to fulfill the land-grant mission of providing research-based education and outreach to meet the needs of producers and communities across Florida. Extension is a collaborative partnership among federal, state, and county governments, aimed at disseminating the latest scientific knowledge and practical technologies in agriculture, natural resources, and life sciences. This partnership ensures that Extension faculty, staff, and volunteers across Florida's 67 counties continue to enhance the quality of life for Floridians by addressing local and regional challenges.

Expected Salary:

Commensurate with Education and Experience

Minimum Requirements:

- For the Extension Agent IV rank: A master's degree in a field relevant to the mission of [IFAS Extension](#) is required. A record of outstanding scholarly achievement and professional activities related to Extension and/or industry that will qualify the individual to have earned permanent status in the Extension system is required.
- For the Professor rank: A Ph.D. degree in a field relevant to the mission of [IFAS Extension](#) is required. A record of outstanding scholarly achievement and professional activities related to teaching, research, Extension, and/or industry that will qualify the individual to be a tenured full professor in an [IFAS Department](#).
- Both ranks require multiple years of Extension experience or equivalent. Must have supervisory experience. A flexible schedule that allows for irregular hours is necessary. 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. Your abilities to use computers, apply social media to your work, organize and motivate people, manage volunteers, and work in teams must be strong. A valid driver's license and a national background screening are requirements of this position.

Preferred Qualifications:

Experience working in multicultural settings and coursework or training on multicultural topics are desirable. Expertise 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.

Special Instructions to Applicants:



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

- Cover letter that states applicant's interest in the position and qualifications relative to the credentials listed above
- Curriculum vitae
- Contact information (including email addresses) for 3 individuals willing to write letters of recommendation
- Unofficial transcripts

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

Advertised:12 Nov 2024 Eastern Standard Time

Applications close:26 Nov 2024 Eastern Standard Time



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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

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