

County Extension Director & Extension Agent II - IV - 4-H University of Florida

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Posted Jun. 15, 2023, set to expire Jan. 18, 2024

Job Title	County Extension Director & Extension Agent II - IV - 4-H
Department	UF/IFAS Extension
Institution	University of Florida Crestview, Florida
Date Posted	Jun. 15, 2023
Application Deadline	Jun. 9, 2023
Position Start Date	Available immediately
Job Categories	Core Faculty
Academic Field(s)	Education - General
Job Website	https://explore.jobs.ufl.edu/en-us/job/527045
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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, diversity, responsiveness, innovation, communication, and global reach.

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. We strongly encourage historically underrepresented groups to apply.

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 University of Florida (UF) is a Land Grant institution with core values of unique purpose, excellence, integrity, collaboration and partnership, lifelong learning, diversity, responsiveness, innovation, communication, and global reach. The Institute of Food and Agricultural Sciences (IFAS) employs more than 2,000 faculty and staff statewide. IFAS Extension employs 375 Extension Agents and has an office in each of Florida's 67 counties.

We hire the best. Diverse views and experience make us strong. We look for candidates with both academic and people skills who work well in teams, honor their commitments, innovate in a rapidly changing world, and believe in inclusion. Working for Florida Extension will allow you to make a positive impact in your community as you help shape future generations, growing your career while earning a competitive salary and great benefits.

As a 4-H Extension Agent and County Extension Director (CED), you will work jointly for UF/IFAS Extension in the Northwest Extension District and Okaloosa County, a growing area in the Florida panhandle. We are looking for an individual that is a self-starting, energetic, and team-oriented leader. Your extension programming will cover Volunteer and Youth development and Extension Leadership.

As the CED/4-H agent, you will lead, manage, supervise, coordinate, and report on the total Okaloosa County extension program (five County Extension Faculty including yourself). You will demonstrate excellent

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EXPECTED SALARY: Commensurate with Education and Experience

MINIMUM REQUIREMENTS:

- A master's degree from an accredited college or university in education, volunteer and youth development, agricultural extension and communication, or a closely related field.
- At least 5 years of professional extension experience or equivalent.
- Strong interpersonal and communication skills.
- A commitment to customer service.
- Ability to obtain/maintain a Florida driver's license.
- Flexibility with working hours; willingness to occasionally work long and irregular hours, including evenings, weekends, and overnight travel.

PREFERRED QUALIFICATIONS:

- Previous CED Extension experience or equivalent.
- Experience in volunteer and youth education and development.
- Experience in office operations, budgeting, and grant management.
- A strong commitment to education and leadership in county-level initiatives.
- Practical experience in extension education as well as working with diverse groups.
- Technological literacy necessary for communication and program management functions.
- Outstanding people management skills (coach, mentor, motivator, etc.).
- Leadership and problem-solving skills.
- Familiarity working in political settings.
- Experience creating a vision and getting buy-in from others.
- Evidence of exceptional collaborations, partnerships, and marketing with diverse audiences including minority groups, community leaders, agencies, media, and the general public.



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Application Instructions

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. 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:

SPECIAL INSTRUCTIONS TO APPLICANTS:

UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281

ifasrecruitment@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 \(NACES\)](#).

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**HEALTH
ASSESSMENT
REQUIRED:** No

ADVERTISED: 19 May 2023 Eastern Daylight Time

APPLICATIONS CLOSE: 09 Jun 2023 Eastern Daylight Time

EEO/AA Policy

The [University of Florida](#) is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The University and greater Gainesville community enjoy a diversity 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 HR Faculty Recruitment and Hiring
UF/IFAS Extension
University of Florida
PO Box 110281
Gainesville, FL 32611-0281

Fax Number 352-392-3226

Contact E-mail ifasrecruitment@ifas.ufl.edu