

Extension Agent I - IV - Family and Consumer Sciences -
Housing and Financial Management
University of Florida

Direct Link: <https://www.AcademicKeys.com/r?job=244904>

Downloaded On: Nov. 21, 2024 6:59am

Posted Sep. 16, 2024, set to expire Jan. 16, 2025

Job Title	Extension Agent I - IV - Family and Consumer Sciences - Housing and Financial Management
Department	UF/IFAS Extension
Institution	University of Florida Green Cove Springs, Florida
Date Posted	Sep. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Core Faculty
Academic Field(s)	Education - General
Job Website	https://explore.jobs.ufl.edu/en-us/job/533151
Apply Online Here	https://explore.jobs.ufl.edu/en-us/job/533151
Apply By Email	

Job Description

Job Description:

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 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:

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This full-time permanent status accruing Extension Agent will work jointly for UF/IFAS Extension and Clay County Board of County Commissioners. 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 (95%). Educational programs may be targeted to help individuals and families obtain skills to own or rent a home, prevent foreclosure, maintain their home, or take a long-term view of their financial futures. Additionally, financial management programs will be targeted to nonprofit organizations to help increase capacity. At least 5% of the candidate's time will be devoted to 4-H Youth Development workforce readiness programs.

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 Clay 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.
- Provide Housing and Urban Development (HUD) housing counseling services and education workshops in coordination with Clay County Community Services department and Community Development Block Grant (CDBG) program.
- Provide nonprofit financial management education programs in coordination with Clay County Grants department.
- Market education programs to reach a broad range of populations.
- Employ programmatic strategies to ensure the success of varied populations.
- Build an advisory committee composed of citizens and professionals that will assist with program priorities and design.
- Partner with colleagues, community leaders, agencies, and elected officials to create opportunities that enhance the local economic condition.
- Demonstrate resourcefulness, creativity, enthusiasm, collaboration, leadership, and innovation to strengthen educational programs.



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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.

Clay County, with a population of 238,244, is situated in Northeast Florida and lies southwest of the City of Jacksonville and west of historic St. Augustine. The Extension office is located in the county seat Green Cove Springs. Clay County Extension is part of the Northeast Extension District.

Employment is contingent on the results of 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:

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 is required. We will accept applicants without a bachelor's degree if the degree will be earned before start date. If hired solely with a bachelor's degree (Agent I), the successful candidate will be able to participate in the Employee Education Program while working and will be encouraged to complete his/her degree within the first 6 years of employment. Minimum expected progress is earning 50% of credits towards obtaining master's

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degree within the first 6 years of employment. To be hired at the Agent II-IV ranks, candidates must hold an MS degree and rank will be determined according to UF rank requirements.

- Must be a HUD Certified Housing Counselor or obtain certification within 1 year of employment.
- Must show significant progress towards completing Accredited Financial Counselor (AFC) certification (30% of completion requirements toward completing Accredited Financial Counselor (AFC) certification within 3 years of employment or 50% within 5 years)
- Option 2: Show significant progress (50% of completion requirements) toward completing Accredited Financial Counselor (AFC) certification within 5 years of employment.
- 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.
- Previous experience with family and consumer sciences extension programs and/or HUD housing counseling.
- Experience working with people from varied racial, ethnic, and socioeconomic backgrounds.
- Experience creating lesson plans, developing instructional materials, and applying teaching methods appropriate for a broad range of audiences.
- 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:

- 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



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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

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



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Health Assessment Required:No

Advertised:13 Sep 2024 Eastern Daylight Time

Applications close:27 Sep 2024 Eastern Daylight Time

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 Human Resources Faculty Recruitment and
Hiring
Uf/Ifas Hr
University of Florida
P O Box 110281
Gainesville, FL 32611-0281



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