UNIVERSITY OF HAWAII
invites applications for the position of:

Jr/Asst Extension Agent (#85387)

SALARY: Not Displayed
OPENING DATE: 03/11/19
CLOSING DATE: Continuous

DESCRIPTION:
Title: Junior or Assistant Extension Agent (Ornamental and Landscape)
Position Number: 0085387
Hiring Unit: C of Trop Agr and Human Resources, Tropical Plant and Soil Sciences
Location: Lihue, Hawaii
Date Posted: March 11, 2019
Closing Date: Continuous - application review begins May 1, 2019
Monthly Type: 11 Month
Tenure Track: Tenure
Full Time/Part Time: Full Time
Temporary/Permanent: Permanent

Other Conditions: To begin July 2019 or soon thereafter. For best consideration, all application materials should be submitted by April 26, 2019.

Duties and Responsibilities

1. Develop an extension program in ornamental, floriculture, nursery, turf, and landscape that will identify issues and implement extension methods and techniques in collaboration and partnership with private and public stakeholders, for the island of Kauai, and which also includes statewide responsibilities.
2. Serve as liaison between industry members and organizations, government agencies and private companies/individuals.
3. Serve as an advisor to, and attend meetings of, ornamental and nursery organizations, including the Kauai Landscape Industry Council; HTFFA; orchid, bonsai, and anthurium growers' groups, and others.
4. Work with the statewide Master Gardener team to coordinate and conduct the Master Gardener training program, activities, events and volunteers on Kauai.
5. Provide information to diverse populations using various means such as workshop, field day and training development materials, presentations, and exhibits.
6. Publish scholarly information that address industry needs through appropriate media methods such as hard copy publications; web-based publications, social media and other communication and media alternatives.
7. Seek and obtain external funding to support implementation of educational programs.
8. Conduct scholarly activities on the county, state, and national levels.
9. Participate in county, department, college, and university service and governance.
10. Work with stakeholders involves meetings that occur after normal working hours and/or on weekends at off-site locations.

Junior Extension Agent Minimum Qualifications

1. Bachelor's degree from a college or university of recognized standing, with major work in Horticulture or a closely related field.
2. Ability to apply Extension teaching methods.
3. Ability to travel independently to various geographical locations in a timely manner. Requirement may be fulfilled by a valid Hawai‘i Driver's License (Class 3), comparable driver's license, or other means of transportation which meets position needs.

Assistant Extension Agent Minimum Qualifications

1. Master's degree from a college of university of recognized standing with major work in Horticulture or a closely related field, or, in addition to the Bachelor's degree, 30 credit hours of post-baccalaureate academic work in a field appropriate to the position.
2. At least 3 years of experience in Cooperative Extension or equivalent in closely related fields.
3. Ability to exercise independent judgment and to assume responsibility for developing an Extension program.
4. Ability to work harmoniously with other agents in an integrated Extension system, and with related agencies.
5. Ability to travel independently to various geographical locations in a timely manner. Requirement may be fulfilled by a valid Hawai‘i Driver's License (Class 3), comparable driver's license, or other means of transportation which meets position needs.

Desirable Qualifications for Junior and Assistant Extension Agent Desirable Qualifications

1. Proven ability to work effectively with organizations and government agencies.
2. Demonstrated ability to communicate effectively using traditional and modern educational methods and tools.
3. Ability to use electronic technology (e.g. computer-word processing, database management desktop publishing, web meetings, social networking platforms, etc.).
4. Experience in urban horticulture.
5. Experience with grant writing and obtaining additional sources of programmatic support.
6. Experience in tropical or subtropical systems.
7. Ability to work effectively with low income, limited resource and underserved populations.
8. Effective verbal and written communication skills.
9. Proficiency in a language of one or more populations that the position serves.

To Apply:
Submit the following: 1) Cover letter indicating position (junior or assistant extension agent) and how you satisfy the minimum and desirable qualifications, 2) curriculum vitae, 3 ) names and contact information for at least three professional references and 4) official transcripts (copies accepted, however official transcripts will be required upon hire).

Inquiries:
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Dr. Robert Paull; 808-956-8389; paull@hawaii.edu

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Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

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Accommodation Request: The University of Hawai‘i complies with the provisions of the Americans with Disabilities Act (ADA). Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the EEO coordinator directly. Determination on requests for reasonable accommodation will be made on a case-by-case basis. For further information, please refer to the following link: https://www.hawaii.edu/offices/eeo/accommodation-request/

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APPLICATIONS MAY BE FILED ONLINE AT:
https://www.governmentjobs.com/careers/hawaiiedu

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Position #2019-00349
JR/ASST EXTENSION AGENT (#85387) JM

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