



THE UNIVERSITY OF GEORGIA
COOPERATIVE EXTENSION
Colleges of Agricultural and Environmental Sciences & Family and Consumer Sciences

**County Extension Agent – Agriculture and Natural Resources
Generic Job Description**

Role: County Extension Agents are members of the off-campus public service faculty of the University of Georgia. Offices are located in 157 Georgia counties. Agents are a direct, personal link between academic teaching and research and the people of Georgia. Agents are informal educators presenting unbiased practical and useful information to Georgians in face-to-face conversation, by phone, by mail, at meetings, in newspapers, on radio and television, and any other way that people can be reached.

Salary & Benefits: \$40,000 for Master's degree (\$34,000 for Bachelor's) in appropriate subject area plus an excellent full benefits package as a faculty member of the University of Georgia including free part-time tuition to any Board of Regents affiliated institution, one month vacation and adequate sick leave annually, in-service training, an excellent retirement plan, the freedom to be creative, potential for travel, and opportunities for advancement - personally and professionally.

This position requires:

A Master's degree in agriculture, forestry, plant science, environmental science, animal science, or related area (strongly preferred but a Bachelor's degree in an applicable area will be considered)

Successful experience in program development and management, demonstrated communication ability as well as skills in leadership and management

The ability to lead, teach, motivate, and communicate effectively

A demonstrated ability to multi-task, work as a team member and with groups and committees

A genuine interest in people and a desire to serve others

Motivation to continue learning and grow professionally, and

Enthusiasm



Key Responsibilities:

Plan and conduct informal educational programs

Utilize the expertise of advisory groups, community leaders, public officials and representatives of intended audiences to analyze data, identify needs, and assist in developing educational programs

Ensure the Civil Rights/Equal Employment Opportunity/Affirmative Action plan of UGA Cooperative Extension is followed in assigned program responsibilities and that clientele understand that Extension offers educational programs, assistance, and materials to all people without regard to race, color, national origin, age, sex, or disability

Develop and conduct relevant interdisciplinary programs with other staff members based on critical issues

Collaborate with other agencies and community groups to plan and implement programs

Conduct promotional efforts to expand the public's view of extension programming

Utilize current research data and information on emerging issues in program development and teaching

Demonstrate personal interest and involvement in community by participating in and supporting civic/community activities/organizations and networking with community leaders

See www.caes.uga.edu/intranet/coextopr/pdfs/coextagentjd.pdf for a listing of other responsibilities.

This position serves as a UGA Public Service Faculty Member (refer to the following career ladder

http://outreach.uga.edu/files/publications/pdfs/Promotion_Guidelines_2007-2008.pdf) and a member of the local County

Extension Staff and is under the direction and leadership of the appropriate District Extension Director. This position requires some night meetings, weekend work, and attendance at out-of-county meetings. A valid driver's license and a personal vehicle for official duty travel are required. A travel allowance will be provided.

To view a current list of openings visit – <http://www.caes.uga.edu/applications/CAESjobs/caesext.cfm>