

UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF MARYLAND EXTENSION

POSITION ANNOUNCEMENT

UNIVERSITY OF
MARYLAND
EXTENSION



Title: Agent Associate

Functional Title: Agent Associate – Home Horticulture and Master Gardener

Position Number: 119822

Category Status: Faculty Non-Tenured, Category 15

Unit: AGNR-UME-Baltimore County

Location: 1114 Shawan Road, Cockeysville, MD 21030

Position Purpose: The Agent Associate-Horticulture will administer all aspects of the Baltimore County Home Horticulture Extension program which includes the following:

- Coordinate the Master Gardener Program in -Baltimore County which includes volunteer recruitment, training, supervision and coordination of community-based projects.
- Develop, conduct, and evaluate educational seminars, classes, workshops, and other presentations related to home and non-commercial horticulture.
- Develop educational products based on stakeholder needs including fact sheets and other publications, web content, YouTube videos, social media blogs, podcasts, websites, etc.
- Respond to clientele requests via phone, office visits, email, etc., for information on lawn care, landscape plants and trees, environmentally friendly landscape alternatives, fruit and vegetable production, pest control, and other subjects related to home horticulture, providing appropriate literature and advice in a timely and professional manner. This may include home/site visits when deemed necessary and appropriate.
- Identify plants, insects, and other horticulture samples submitted by clientele and respond with information and recommendations in a timely and professional manner.
- Provide pest control and fertilizer recommendations in accordance with University of Maryland guidelines.
- Disseminate horticulture information to county residents through news releases, website updates, etc.
- Assist in collecting, reporting and evaluating Home Horticulture and Master Gardener programs in accordance with funding requirements and UMD policy.
- Develop and maintain collaborative relationships with agricultural organizations and other relevant organizations, implement and evaluate programs, and seek new partnerships with traditionally underserved audiences to deliver outreach education.
- Other duties as assigned.

Qualifications:

Required:

- Bachelor's degree in horticulture, agricultural education, applied plant science and/or agronomy or in a related field.
- Documented one year of experience working with volunteers and diverse audiences of all socio-economic levels.
- Demonstrated leadership and management abilities.
- Working knowledge of accepted home horticulture practices.
- Self-motivated, flexible, innovative, and resourceful with skills and experience in conducting community-based education programs.
- Ability to communicate effectively.
- Knowledge and use of computer technology for educational programming and management.
- Flexible working hours required; must be available for evening and weekend programs and meetings and a valid driver's license and access to an automobile for travel.
- This position is subject to a Criminal History Record Check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

Preferences:

- Master's Degree preferred.
- Three years of experience working with volunteers and diverse audiences of all socio-economic levels.
- Major area of study in fields related to horticulture, agriculture education, applied plant science, agronomy.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Nature of the Position:** The position frequently presents information through vocal and written communication to individuals of various ages, socio-economic, and educational backgrounds.
- **Physical Demands:** A routine part of the position's responsibilities would be to transport materials to and from teaching/event locations, including loading and unloading the vehicle. The employee will frequently lift and/or move items weighing up to 20 pounds. Set-up and tear-down of displays, tables, and chairs would be necessary at many teaching sites.
- **Environmental:** Team driven, office environment of professional character, competence, and collaboration. Deadline driven in terms of program planning and reporting. The position requires the employee to work outdoors at certain times of the year. This may occur during very hot and/or inclement weather.
- **Visual Acuity:** Visual acuity is required for preparing and analyzing written or computer data and presentations.

Salary & Benefits:

Salary commensurate with experience; Bachelor's base: \$44,166; Master's base: \$46,174. Position is a full-time, 12-month professional track faculty position. Annual contract, renewed annually pending performance and continued funding. The University of Maryland offers an extensive [benefits package](#) including tuition remission.

Application Process:

All candidates must apply online at <https://ejobs.umd.edu/postings/112153>. A complete application packet includes a cover letter, resume or CV, copies of transcripts, and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

Closing Date:

For best consideration apply by **10//20/2023** Applications will be accepted until a suitable candidate is selected.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.