

Program Overview

The UF/IFAS Invasive Species Council seeks a detail-oriented and highly organized candidate to develop content on the Canvas Learning Management System for a new invasive plant management tiered training program. These courses will have online and in-person components and the selected candidate will assist in the development and implementation of the course content.

The program will design an operationally focused training curriculum that centers on the skills and knowledge needed for progressive roles within invasive species management. The four identified tiers are: Volunteer/Crew Trainee, Crew Member, Crew Lead, and Invasive Manager.

Position Information

This person will help implement a series of courses for a multi-tiered training program for invasive plant management in Florida. The selected candidate will record and edit course materials developed by subject matter experts, build courses in Canvas (including modules, assessments, importing videos), collaborate with UF faculty and stakeholders, and help develop new materials as needed. The selected candidate will also secure locations across the State of Florida for in-person course offerings, create flyers and registration materials, generate estimates on enrollment, and identify and secure necessary instructors and other personnel for in-person and hybrid course offerings. This 1.5 year position, based in Gainesville, FL, offers a starting pay rate of \$25/hour with OPS benefits. The ideal candidate will have experience with Canvas, video production and editing, and some knowledge of invasive plant management field operations.

This position is particularly well-suited for individuals focused on extension, natural resource management, agricultural education and/or professional education. This position potentially offers a flexible work schedule if key deliverables are produced effectively and efficiently.

Key Responsibilities

- Development of Canvas Courses: Build Canvas course shells, create modules, assessments (i.e., quizzes) and important produced video content into Canvas shells.

- Content Editing: Assist subject matter experts with recording and editing produced content for Canvas courses.
- Logistical Support and Planning: Secure at least three locations across the State of Florida to offer in-person trainings, estimating enrollment, developing flyers and registration materials, and securing necessary instructors and other personnel for trainings.

Qualifications

Required

- Experience with recording/editing software and Canvas.
- Excellent organizational, time management and communication abilities.

Preferred

- Experience with course development in Canvas.
- Some knowledge and/or experience with invasive plants of southeastern U.S. landscapes and knowledge of invasive plant management field operations.

Background Information

The University of Florida is a Land-Grant, Sea-Grant, and Space-Grant institution, encompassing virtually all academic and professional disciplines, with an enrollment of more than 56,000 students. UF is a member of The Association of American Universities. The Institute of Food and Agricultural Sciences includes the College of Agricultural and Life Sciences, the Florida Agricultural Experiment Station, the Florida Cooperative Extension Service, the College of Veterinary Medicine, the Florida Sea Grant program, and encompasses 16 on-campus academic departments and schools, 12 Research and Educational Centers (REC) located throughout the state, 6 Research sites/demonstration units administered by RECs or academic departments, and Florida Cooperative Extension Service offices in all 67 counties (counties operate and maintain). The School of Natural Resources and Environment is an interdisciplinary unit housed in IFAS and managed by several colleges on campus. UF/IFAS employs nearly 4,500 people, which includes approximately 990 salaried faculty and 1,400 permanent support personnel located in Gainesville and throughout the state. IFAS, one of the nation's largest agricultural and natural resources research and education organizations, is administered by a Vice

President and four deans: the Dean of the College of Agricultural and Life Sciences, the Dean for Extension and Director of the Florida Cooperative Extension Service, the Dean for Research and Director of the Florida Agricultural Experiment Station, and the Dean for the College of Veterinary Medicine. UF/IFAS also engages in cooperative work with Florida A&M University in Tallahassee.

Employment Conditions

This position is available immediately and will be filled as soon thereafter as an acceptable applicant is available. Compensation is commensurate with the education, experience, and qualifications of the selected applicant.

Application Process

Interested applicants should submit a cover letter, CV, and contact information for three references. Review of applications will begin immediately and continue until the position is filled.

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 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

If interested in this position, please email a CV and cover letter to Dr. Stephen Enloe (sfenloe@ufl.edu) and Dr. Michael Andreu (mandreu@ufl.edu).