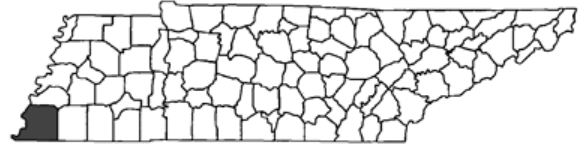


POSITION INFORMATION

Position # X1742 – Shelby County

Title: **Extension Agent**
 Program Area: **Family and Consumer Sciences**
 Clientele Served: **Youth and Adult**
 Headquarters: **Memphis, TN**



Screening of applicants' credentials will begin 09/25/2017 and will continue until the position is filled.

Date Issued: 08/25/2017
 Effective Date: 11/01/2017

SALARY

Commensurate with training and experience. This position is funded by the Expanded Food and Nutrition Education (EFNEP) grant and is renewable annually, depending on funding availability, project progress, and performance.

BENEFITS

Group hospitalization and life insurance; State Retirement; Workers' Compensation; study, sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays, and longevity pay after three years of service; reimbursement for official travel.

RESPONSIBILITIES:

- Responsible to the Extension County Director and will work closely with the Regional Family and Consumer Sciences (FCS) Program Leader and the EFNEP State Project Director.
- Provides leadership for assessing need and planning, executing, and evaluating county low-income nutrition education programs that are compliant with federal and state grant guidance.
- Develops and maintains community partnerships and a county coalition to show external collaborative work for obesity prevention efforts at the environmental, systems and policy levels.
- Recruits, trains and supports volunteer leaders to support Extension nutrition education programs within the county.
- Provides accurate and timely reporting of program accomplishments and impacts.
- Cooperates with county and state staff in promoting Extension nutrition education programs.
- Develops and maintains expertise in community nutrition education subject matter.
- Assists with county budgetary and administrative functions related to the nutrition programs.
- Under the direction of the county director, participates in hiring, training, and supervising program assistants funded to work with limited resource nutrition education audiences.
- Provides leadership for a program of activities that meets the needs of all eligible clientele regardless of race, color, national origin, sex, age, disability, religion or veteran status.
- All other duties as assigned.

NEW APPLICANTS

REQUIREMENTS:

- Bachelor's degree in Family and Consumer Sciences is required.
- A 2.7 cumulative GPA (BS degree on a 4-point scale) or an earned Master's Degree is required. Preference will be given to applicants with a MS Degree, and/or work experience in a related field.
- At least one degree must have a concentration in nutrition or closely related field
- Preference will be given to candidates who are Registered Dietitians/Nutritionists or eligible for registration with the Commission on Dietetic Registration
- Preference will be given to candidates with a degree related to community nutrition education
- A complete application package will include a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

Please apply online by clicking this link: [Apply for Extension Educator Positions](#)

UT Extension Phone: (865) 974-7245
 212 D Morgan Hall Fax: (865) 974-0882
 Knoxville TN 37996-4525

E-mail: UTExtensionPersonnel@utk.edu Web Site: extension.tennessee.edu

TENNESSEE AGENT TRANSFER REQUESTS

REQUIREMENTS

Request for transfer/reassignment may be approved if applicant:

- has normally been employed with Extension in their current location a minimum of eighteen (18) months;
- has a performance rating of satisfactory or above for the previous eighteen (18) months; and
- training appropriate for the assignment.

Please complete an internal/transfer application online by clicking the link: [Internal/transfer Application](#)

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, religion, sex, marital status, parental status, sexual orientation, gender identity, national origin, disability, age, genetic information, veteran status, or any other characteristic protected by federal or state law. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McHose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.