

POSITION INFORMATION

Title: Extension Agent & County Director
Program Area: Family & Consumer Sciences
Clientele Served: Adult
Headquarters: Covington, TN

Screening of applicants' credentials will begin 04/13/2018 and will continue until the position is filled.

Date Issued: 03/13/2018

Effective Date: 06/01/2018

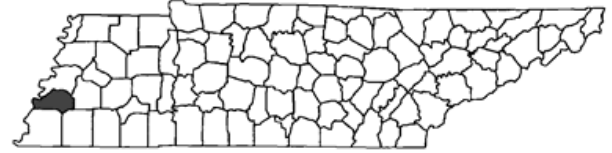
SALARY

Commensurate with training and experience. This position is funded jointly by UT Extension and Tipton County. Tipton County Government funds 32% of the position salary and benefits costs.

RESPONSIBILITIES:

- Provide administrative leadership for the total Extension program in Tipton County, including management of budget, facilities, and personnel.
- Coordinate with the county agricultural committee and county government.
- Plan, execute, and evaluate programs in the area of Family and Consumer Sciences.
- Secure extramural funds through grants, fee-based programs, and gifts.
- Inform clientele of programs through mass media and personal contacts.
- Keep up-to-date on latest research information in family and consumer sciences through professional organizations, inservice training, and professional publications.
- Provide accurate and timely reporting of program accomplishments and impacts into the UT Extension reporting system.
- Responsible to the Regional Director in all administrative and program matters.
- Provide 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.
- Assume other duties as assigned.

Position # X1812 – Tipton County



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.

NEW APPLICANTS

REQUIREMENTS:

- Bachelor's Degree Family and Consumer Sciences is required.
- Master's Degree in Family and Consumer Sciences or related field is required.
- Preference will be given to applicants with a balanced curriculum that includes a minimum level of training in the usual Family and Consumer Sciences disciplines.
- 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](#)

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

E-mail: UTExtensionPersonnel@utk.edu
 Web Site: <http://utextension.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.