

## POSITION INFORMATION

Position # X1837 – Clay County

Title: **Extension Agent**  
 Program Area: **Agriculture and Community Economic Development**  
 Clientele Served: **Adult and Youth**  
 Headquarters: **Celina, TN**



Screening of applicants' credentials will begin 10/26/2018 and will continue until the position is filled.

Date Issued: 09/26/2018

Effective Date: 01/01/2019

### SALARY

Commensurate with training and experience. This position is funded jointly by UT Extension and Clay County. Clay County Government funds 22% of the position salary and benefits costs.

### 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:

- Plan, execute, and evaluate adult Agriculture and Natural Resources (50%) and 4-H Youth Development (50%) educational programs.
- Responsible to the County Extension Director and must keep current on the latest research information in ANR/4-H Youth Development.
- Assume joint responsibility for all applicable ANR/4-H Youth Development projects, activities, shows, events, and committees.
- Recruit, train, and support volunteer leaders and serve as an educational resource for the 4-H Youth Development and Agriculture programs.
- Secure extramural funds to support Extension programs via grants, fee-based programs, and gifts.
- Develop and maintain expertise about issues important to ANR/4-H Youth Development in the county.
- Cooperate with the staff in promoting the total Extension program.
- Develop a network of relationships with key stakeholders, organizations, and Extension employees pertinent to Extension programs in the county.
- Provide accurate and timely reporting of program accomplishments and impacts into the UT Extension reporting system.
- 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.

## NEW APPLICANTS

### REQUIREMENTS:

- Bachelor's degree in Agriculture and Natural Resources 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.
- 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](mailto: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.
- A complete application package attached to online application that includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

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.