

POSITION X1838	Extension Assistant, Hardeman Healthy Outreach (H2O) for Healthy Weight
LOCATION	The University of Tennessee, Institute of Agriculture, UT Extension, Department of Family & Consumer Sciences, Hardeman County, TN
EFFECTIVE DATE	Screening of applicants' credentials will begin immediately. Anticipated start date is October 15, 2018.

SALARY AND BENEFITS

Salary is commensurate with training and experience. This is a grant-funded position. Continued employment is contingent upon performance and funding. Benefits include group hospitalization and life insurance, State Employees 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.

JOB DESCRIPTION

The University of Tennessee Extension is seeking an innovative self-starter to provide support to the Hardeman Healthy Outreach program. The Extension Assistant I will work under the direction of the Hardeman County Director, Project Faculty Lead and the Assistant Dean of Family and Consumer Sciences Extension. The position is funded through a federal CDC grant.

Duties

The Extension Assistant will perform the following duties:

- Assist with local needs assessment, program implementation and evaluation efforts of the Hardeman Healthy Outreach for Healthy Weight program within the community.
- Work with all Hardeman County Extension staff to coordinate efforts and build county/state partnerships to increase opportunities for healthy lifestyle choices
- Coordinate with State Family and Consumer Sciences Extension staff to maximize educational resources and CDC technical assistance
- Assist with reports related to program evaluation efforts including required quarterly and annual reports for stakeholders.
- Ensure that all programs and activities meet the needs of eligible clientele regardless of race, color, national origin, sex, age, disability, religion or veteran status.
- Assume other duties as assigned.

REQUIREMENTS

Education:

- Bachelor's degree in Family and Consumer Sciences, Kinesiology, Exercise Science, Public Health, Education/Human Sciences, Nutrition, or related field required.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. 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 McRose 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.

Experience:

- Experience with, or understanding of, Extension is preferred
- Experience with, or understanding of, community-based programs is preferred

Job Skills:

- Demonstrated qualities of initiative and ability to work in teams.
- Able to translate research into understandable terms and actionable tasks
- Proficiency in priority management and multitasking.
- Demonstrated ability to follow supervisory instructions and complete assigned tasks in a timely manner.
- Understanding of basic principles related to lifestyle factors needed for healthy living.
- Understanding of basic principles related to community and cultural factors influencing lifestyle choices.
- Understanding of basic principles related to research methods.
- Demonstrated ability to communicate effectively both verbally and in writing to professionals and public audiences.
- Proficiency in Word, PowerPoint, Excel, and Publisher.
- Demonstrated ability to motivate and work with others effectively.
- Ability to travel state-wide.

TO APPLY:

Please apply online by clicking the link below

[External Applicants](#)

[Internal Applicants](#)

Submit a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

Dr. Laura Stephenson
Assistant Dean & Department Head
Family & Consumer Sciences
121 Morgan Hall
2621 Morgan Circle
Knoxville, TN 37996-4530
Phone: (865) 974-7384
Fax: (865) 974-1068
E-mail: laura.stephenson@utk.edu
Web Site: <https://ag.tennessee.edu/fcs>

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