

POSITION X1901	Extension Specialist I
LOCATION	Lone Oaks 4-H Center, Middleton, TN, The University of Tennessee, Institute of Agriculture, UT Extension
EFFECTIVE DATE	April 1, 2019. Screening of applicants' credentials will begin immediately.

SALARY AND BENEFITS

Salary is commensurate with training and experience. This is a grant-funded position. Continued employment is contingent upon performance and funding. Current funding through December 31, 2021. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; 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 Extension Specialist I will provide leadership for hunting & outdoor education at Lone Oaks Farm & 4-H Camping Centers in the state. Coordination of TN 4-H Shooting Sports is also included. Provide assistance with the TN Wildlife Habitat Education Program. This is a grant-funded position through the TN Wildlife Resources Agency & the U.S. Fish & Wildlife Service. Reports directly to the Assistant Dean for 4-H Youth Development.

The *Extension Specialist's* responsibilities include, but are not limited to: .Developing & Teaching – work closely with the Dir. of STEM Ed.; collaborate with educators at all 4-H centers in TN. Coordinate TN 4-H Shooting Sports Program under the direction of State 4-H Office. Deliver educational programs for K-12 audiences at Lone Oaks Farm in hunting, wildlife & outdoor skills; provide curriculum & other materials for educators at TN 4-H centers; maintain a close collaboration with the UT FWF Department; develop relationships with key stakeholders, organizations & colleagues pertinent to hunting & wildlife education; seek & secure significant extramural funding—including grants, fees, contracts & gifts—to support the program & the hire of additional support staff; develop & maintain expertise about issues important to hunting, wildlife & outdoor education; lead the development of an online clearinghouse for youth hunting, wildlife & nature-based recreation & education programs, with close collaboration with the TN Wildlife Federation; other duties as assigned. Conducting needs assessment and environmental scanning. Keeping current on all current trends in their program area and ability to create curriculum to employees who will be teaching it to clientele. Conducting assessments to find the needed programs in portions of the state. Program evaluation - Evaluating number of contacts throughout the state for area program; what impact it has provided or not provided; how to update the program from the data; and coordinate and select tasks forces within UTIA for action. Program management- Determining changes and updates to the statewide program Public relations and marketing - Publications, websites, videos, social media, and other ways of contacting the public with our programs; must provide a professional image of Extension. At Lone Oaks Farm, promote and market educational programs to area schools on a fee-basis, with the goal of producing revenue that can be used to build and enhance the program.

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.

REQUIREMENTS/QUALIFICATIONS

Education:

- Master's degree in the appropriate discipline or substantial work experience which demonstrates promise in teaching, Extension and/or service in alignment with the appointment.

Experience:

- Five years of work experience without an earned doctorate as an Extension Assistant II or related position.
- Administrative experience, responsibilities for budget and personnel.
- Demonstrated ability to create and implement successful non-formal educational programs, particularly with an emphasis on wildlife, hunting, and/or nature-based recreation.
- Understanding of state-based learning standards for public schools.
- Must have a valid Driver's license.

Desired Qualifications:

- Strong educational background with emphasis in natural resources;
- ability to create fun, engaging learning environment for K-12 students;
- success in securing extramural funds to support educational programs;
- knowledge of importance that consumptive wildlife & fisheries recreation has for conservation;
- ability to organize, apply sound judgment, work independently, communicate & collaborate with interdisciplinary teams;
- ability to form task force & facilitate committee;
- skills to see program impacts via data & applied research & share with stakeholders;
- operate within grant budget;
- ability to supervise employees;
- ability to work with volunteers & comply with Minors on Campus;
- skills to conduct innovative programs & demonstrate teaching effectiveness;
- PhD. in the appropriate discipline with 1-3 years experience

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.

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