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| POSITION X1926 | Extension Specialist |
| LOCATION | The University of Tennessee, Extension Evaluation and Staff Development, Knoxville, Tennessee |
| EFFECTIVE DATE | November 1, 2019. |

SALARY AND BENEFITS

Salary is commensurate with training and experience. 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

Provides expertise and leadership throughout UT Extension at the county, regional, and state-wide level in assessing the relevance of current program offerings, evaluating program effectiveness, and developing/administering in-service training for faculty and staff to ensure continuous improvement of public facing Extension programs. Leads all UT Extension efforts in assembling relevant content, and subsequently authoring the annual NIFA/USDA federal report documenting Extension's state-wide impact; ensures alignment with federal expectations, thus securing ongoing federal funding. Captures various data and completes statistical analyses to provide historical context, real time situational awareness, and predictive recommendations to assist UT Extension leadership in decision making.

RESPONSIBILITIES

Program Evaluation

Design, develop, and implement a comprehensive program evaluation methodology which may be applied to all Extension public facing programs at the county, regional, and state-wide level. Partner with Regional Program Leaders, Extension Specialists, and other Extension personnel as needed to ensure evaluation methods are applied as required. Personally conduct program evaluations of high-priority Extension programs and report on relevance, effectiveness, and improvement opportunities. Work closely with UT Extension faculty and staff in continually adjusting/improving evaluation strategies, assessment instruments and impact reports. Educate Extension Agents and Specialists in properly determining potential and actual program participation, and accurately reporting this, as well as other critical metrics, in the Extension Evaluation Reporting System. Ensure internal program evaluation reporting methods align with federal and state mandates to ease annual reporting processes while increasing Agent and Specialist visibility to the broader scope impact of their individual efforts.

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 McFrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/T/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.

Regularly review evaluation findings with Extension leadership to assist in determining future programming efforts and constituent needs. Partner with peers in other land grant universities to share best practices, research, and reporting processes.

Impact Report Production

Lead UT Extension efforts in the development and submission of the NIFA/USDA Federal Plan of Work and Federal Annual Accomplishment Report for Tennessee Cooperative Extension. Partner extensively with peers in UT AgResearch and Tennessee State University in compiling data, synthesizing relevant content, and drafting the final report for review and submission by the respective Deans. Ensure reporting aligns with all federal mandates to best position UT Extension to continually receive federal funding. Maintain necessary access permissions in all NIFA/USDA reporting systems and remain current on all reporting changes implemented by federal and state agencies. Draft UT Extension's annual Statewide Impact Statement and coordinate with the Budget Office, and other partners as needed, to determine and report on annualized economic impacts.

Statistical Analysis

Develop and maintain a suite of reports produced at regular intervals to assist with decision making and highlight various efforts throughout UT Extension. Statistical analysis skills will also be called upon frequently for ad hoc reporting. Partner with others in the development of the UT Extension Annual Report and Fact Book in addition to other standardized publications. Assist in data analysis to ensure that validated metrics are readily available and may be considered as part of the decision making process. Continually monitor UT Extension activities to identify opportunities to apply statistical analysis and improve real time situational awareness.

Internal Training

Design, develop, and facilitate ongoing in-service training offerings specific to Program Evaluation. Utilizing existing venues or stand-alone events, ensure Extension Agents and Specialists are equipped with the necessary knowledge and skills to effectively evaluate their own programs and/or those of their peers. Partner with Staff Development peers to ensure training opportunities are consistent with, and complementary of, other internal training components that may reach the same audience of Extension professionals. Regularly assess the skill level of Agents and Specialists to ensure knowledge retention and develop additional training offerings to enhance skills.

Consultation

Develop solid working relationships and maintain regular contact with Extension leadership, partners, and peers across the state to be positioned to constantly assess organizational needs and recommend potential approaches. Apply individual expertise while drawing on the talents of others, to develop innovative solutions that will enhance the skills of Extension professionals and result in positive program outcomes.

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QUALIFICATIONS

Required:

Master's Degree in Agricultural/Extension Education, Evaluation & Analytics, Measurement & Statistics, Agricultural Business, Human Sciences, or in a closely related field. 3 years experience in data collection & analysis, and professional experience in adult education. Ability to communicate effectively, both orally and in writing. Strong listening skills with the ability to assess complex issues and determine individual and/or organization needs. Demonstrated knowledge of statistics and the ability to apply common analytical methodologies. Ability to use most common statistical analysis programs including SAS, SPSS, SQL. Skilled in translating data into understandable and actionable information.

Knowledge of program evaluation tools and methods paired with the ability to develop and apply the most relevant evaluation techniques to assess public facing programs. Ability to review large, detailed reports and the skill to produce like documents. Ability to partner with others and work within/lead a committee structure to accomplish large-scale, critical assignments. Strong presentation and audience awareness skills with the ability to adapt messaging as needed based on group attributes including race, ethnicity, socio-economics, and age. Ability to use a computer and knowledge of common office programs.

Preferred: Earned Ph.D. or Ed.D. in Agricultural/Extension Education, Evaluation & Analytics, Measurement & Statistics, Agricultural Business, Human Sciences, or in a closely related field. 5 years experience in Extension education or Extension program development and evaluation. Experience producing federal reports. Knowledge of Extension program offerings and impacts. Knowledge of Extension program evaluation methods. Knowledge of NIFA/USDA Plan of Work and Annual Accomplishment Report.

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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212 D Morgan Hall Fax: (865) 974-0882

Knoxville TN 37996-4525

E-mail: UTExtensionPersonnel@utk.edu

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