POSITION INFORMATION

Title: Extension Agent
Program Area: Agriculture & Community Economic Development
Clientele Served: Adult
Headquarters: Dandridge, TN

Screening of applicants’ credentials will begin 02/16/2020 and will continue until the position is filled.

Date Issued: 01/16/2020
Effective Date: 05/01/2020

SALARY
Commensurate with training and experience. This position is funded jointly by UT Extension and Jefferson County. Jefferson County Government funds 31% of the position salary and benefits costs.

RESPONSIBILITIES:
• Plan, execute, and evaluate programs in the areas of Agriculture and Natural Resources.
• Keep abreast of the latest information in Agriculture, Marketing and Community Economic Development to meet the educational needs of the county.
• Establish and maintain good working relationships with Extension staff, commercial producers, agri-business, agricultural agencies, and general public.
• Develop a cadre of supporters and volunteers to aid in the delivery of programs.
• Secure extramural funds through grants, fee-based programs, and gifts.
• Provide accurate and timely reporting of program accomplishments and impacts into the UT Extension reporting system.
• Responsible to the County Director in all administrative and program matters.
• Responsible for supporting and assisting with the 4-H Youth Development Program.
• 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.
• Secure extramural funds to support Extension programs via grants, fee-based programs, and gifts.
• Assume other duties as assigned.

BENEFITS
Group hospitalization and life insurance; State 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.

NEW APPLICANTS

REQUIREMENTS:
• Bachelor’s degree in Agriculture, Natural Resources or closely related field 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
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

Please complete an internal/transfer application online by clicking the link above and submitting a complete application package that includes a: 1) letter of interest, 2) resume or curriculum vitae, 3) list of relative publications and/or presentations, and 4) list of references.

All qualified applicants will receive equal consideration for employment and advancement without regard to race, color, religion, sex, national origin, age, disability, or 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 the tournament institution is required 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 does not discriminate on the basis of race, sex, age, disability in its education programs and activities, and this policy extends to employment of the University Employees and charges of violation of Title VI, seven, color, national origin, Title IX, age, Section 504 disability, or ADA disability. A charge of discrimination under the Office of Equity and Diversity should be directed to the Office of Equity and Diversity (OED), 1001 McClung Academic, Knoxville, TN 37996-0900 (telephone 865-974-3967; TTY available at 865-974-2690). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

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