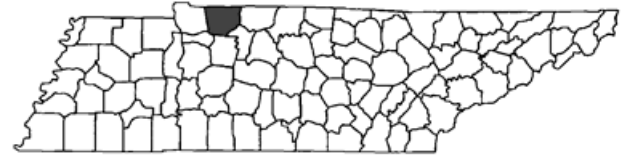


## POSITION INFORMATION

Position #2020 – Montgomery County

**Title:** Extension Agent  
**Program Area:** Family and Consumer Sciences  
**Clientele Served:** Adult  
**Headquarters:** Clarksville, TN



Screening of applicants' credentials will begin 07/09/2020 and will continue until the position is filled.

**Date Issued:** 06/09/2020  
**Effective Date:** 08/01/2020

### SALARY

Commensurate with training and experience. This position is funded by the Tennessee Nutrition and Consumer Education Program (TNCEP) and Expanded Foods & Nutrition Education Program (EFNEP) grants and is renewable annually, depending on funding availability, project progress and performance. The Agent is responsible to the Montgomery County Extension Director and will work closely with the Regional Program Leader and Nutrition Education Programs Director.

### 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.

### RESPONSIBILITIES:

- Plan, execute, and evaluate Extension programs related to low-income nutrition education that are diverse, impactful, and engage clients throughout the county.
- Provide leadership for Extension programs that meet the needs of all eligible clientele regardless of race, color, national origin, sex, age, disability, religion or veteran status.
- Recruit, train, and support volunteer leaders to support low-income nutrition education Extension programs within the county.
- Under the direction of the County Director, participates in hiring, training and supervising Program Assistants funded to work with limited resource nutrition education audiences.
- Develop and maintain expertise to Family and Consumer Sciences subjects especially related to nutrition education.
- Cooperate with the staff in promoting the total Extension program.
- Provide accurate and timely reporting of program accomplishments & impacts into the UT Extension reporting system.
- Maintain an image of a professional educator through proper attitude, appropriate dress, suitable conduct, and strong communication skills that will reflect favorably on the University of Tennessee.
- Develop and maintain community partnerships and a county coalition to show external collaborative work for low-income nutrition education efforts at the environmental, systems and policy levels
- Develop a network of relationships with key stakeholders, organizations, and Extension employees pertinent to Extension programs.
- Assist with county budgetary and administrative functions related to the nutrition program area.
- Utilize all areas of mass media as an educational tool for dissemination of Family and Consumer Sciences programs.
- Assume other duties as assigned to TNCEP/EFNEP programming.

## NEW APPLICANTS

### REQUIREMENTS:

- Bachelor's degree in Family and Consumer Sciences 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. Preference will be given to bi-lingual candidates fluent in Spanish.
- 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: [UTEExtensionPersonnel@utk.edu](mailto:UTEExtensionPersonnel@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 will include 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 McChose 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.