

**Position X2031**

Extension Specialist

**Location**University of Tennessee, Institute of Agriculture, 4-H Youth Development Department,  
(Office location is flexible)**Effective Date:**

November 1, 2020

**Salary and Benefits:** Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance, State Employees Retirement; Worker's Compensation; sick and annual leave; numerous University of Tennessee and state benefit programs, including liberal time off for holidays and longevity pay after three years of service, reimbursement for official travel.

**Job Description:** The Extension Specialist position exists to provide leadership for planning, implementing and evaluating a statewide educational program in the areas of citizenship, leadership and teen programs. The specialist is expected to deliver current, research-based subject matter information and educational training primarily for, but not limited to, extension agents. The Extension Specialist position is expected to author publications for public distribution to support educational programs related to citizenship, leadership and teen programs. The Specialist position is also expected to support the Tennessee 4-H program by planning and conducting regional and statewide events.

**Program Development (including curriculum development and grantsmanship)**

- Develop county, regional and state level resources for program implementation (curriculum, tool kits, etc.) in the areas of citizenship, leadership, teen programming, etc.
- Secure grant funds to support county level programming in the areas of citizenship, leadership, teen programming, etc.
- Partner with peer institutions to implement programs.
- Conduct needs assessment and environmental scanning.
- Review research-based trends related to assigned program areas.

**Program Management**

- Determine changes and updates to the statewide program related to assigned program areas.
- Communicate with peer institutions on pertinent areas of youth development and research.

**Teaching**

- Conduct in-service training for agents related to citizenship, leadership and teen programs.
- Present research-based information at conferences and professional meetings.

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 Melrose 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.

**Education/Experience:** Requires a Master's degree in education, agriculture, family and consumer sciences, or a closely related field. The successful candidate should have the:

- ability to organize, apply sound judgment, work independently, communicate, and collaborate effectively with interdisciplinary teams.
- skills to demonstrate program impacts through data and applied research and share that information with stakeholders.
- ability to work with other personnel and volunteers.
- skills needed to conduct innovative programs, demonstrate teaching effectiveness, implement applied research and have success in garnering extramural funding.

## NEW APPLICANTS

### REQUIREMENTS:

- Master's degree in appropriate discipline

Attach the following electronic documents to the application:

- Curriculum vita or resume;
- Letter of interest;
- List of references (four minimum);
- Official transcript(s) showing degree(s) conferred.

Please apply online by clicking this link:

[External Applicants](#)

[Internal Applicants](#)

UT Extension                      Phone:     (865) 974-7245  
 212 D Morgan Hall              Fax:       (865) 974-0882  
 Knoxville TN 37996-4525

E-mail:            [UTExtensionPersonnel@utk.edu](mailto:UTExtensionPersonnel@utk.edu)

Web Site:         <http://utextension.tennessee.edu>

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 Melrose 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.