

<b>POSITION X2032</b>	Extension Program Leader – Family and Consumer Sciences/4-H Youth Development
<b>LOCATION</b>	The University of Tennessee, Institute of Agriculture, Eastern Region Office, Knoxville, TN
<b>EFFECTIVE DATE</b>	April 1, 2021. Screening of applicants' credentials will begin November 1, 2020 and continue until the position is filled.

## **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**

The Extension Program Leader is responsible to the Regional Director in the Eastern Region for the planning, development, implementation, evaluation and reporting of county and region Family and Consumer Sciences and 4-H Youth Development programs in 33 counties.

## **RESPONSIBILITIES**

- Provide leadership for developing, implementing, evaluating and reporting region-wide programs in Family and Consumer Sciences.
- Provide leadership for developing, implementing, evaluating and reporting region-wide 4-H Youth Development programs in partnership with Agriculture and Natural Resources Program Leader and Region 4-H Specialist.
- Provide programmatic leadership and support for identified priority programs consistent with county, state and national priorities.
- Assist county and area staff through training, coaching, and support in evaluating and reporting on outcome-based programs.
- Maintain a close, ongoing working relationship with the Assistant Dean responsible for Family and Consumer Sciences programs and the Director for 4-H Youth Development. A collaborative relationship will be maintained with all county staff, regional staff and state Extension specialists.
- Maintain a professional schedule to coordinate multi-county, regional and statewide programs.
- Provide leadership for programs that meet the needs of all eligible clientele regardless of race, color, national origin, age, sex, disability, religion or veteran status.
- Assist county and area staff in using effective Extension marketing resources.
- Assist recently employed personnel in developing and implementing a Professional Development Plan and work closely with new employees during their probationary periods.
- Collaborate with the Regional Director in evaluating applicants for county and area positions; serve on search committees as needed.
- Recommend, coordinate, plan, conduct, and evaluate in-service trainings for area and county Extension professionals, in cooperation with leadership teams and specialists.
- Assume other duties as assigned.

## **REQUIREMENTS**

- Bachelor of Science degree in Family and Consumer Sciences or closely related field.
- Master of Science degree in Family and Consumer Sciences, Extension Education, or closely related field of study. An earned doctorate is preferred.
- Extension experience is required. County-level Extension experience is preferred.
- A demonstrated ability to plan, implement, organize, work independently, and collaborate effectively.
- Proven track record of effective communication including coaching, mentoring, and teaching.
- Must be able to meet travel requirements for the position.
- Working knowledge of current software programs including Microsoft Office.

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 McIrose 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.

## NEW APPLICANTS

### REQUIREMENTS:

- Bachelor's and Master's degree required.
- At least one earned degree must be in Family and Consumer Sciences, or Extension Education.
- Earned doctorate or terminal degree preferred.
- A complete application package will include a: 1) letter of interest, 2) resume or curriculum vitae, 3) List of relative publications and/or presentations, 4) List of references (five minimum), and 5) official or unofficial transcripts showing degree(s) conferred.

### Apply online at:

[https://ut.taleo.net/careersection/ut\\_system/jobsearch.ftl?lang=en](https://ut.taleo.net/careersection/ut_system/jobsearch.ftl?lang=en)

### For information contact:

Ty Petty  
Regional Program Leader  
UT Extension  
1801 Downtown West Blvd.  
Knoxville, TN 37919

Phone: (865) 577-9963  
Fax: (865) 200-4500

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

[Click here to complete a transfer request electronically.](#)

Please complete the 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 (five minimum)

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