

POSITION X2103 **Extension Specialist / eLearning**

LOCATION **The University of Tennessee, Institute of Agriculture, Extension Evaluation and Staff Development, Knoxville, Tennessee**

EFFECTIVE DATE **April 1, 2021**

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

This position serves as the leader for defining, planning and directing the instructional design, development, and delivery of non-credit, on-line across a broad spectrum UT Extension programs at the county, regional, and state-wide level. This position provides leadership in conceptualizing and implementing an overall vision for the use of instructional technology that includes planning and directing the design, development, construction, evaluation, and functionality of e-learning programs and systems that serve the needs of, but not limited to Extension agents, faculty, students, clientele, and the general public. This position is responsible for organizing, providing guidance, and making recommendations to Extension agents and specialists to insure their on-line programs support and advance the strategic goals of UT Extension. This position provides leadership for program activities that meets the needs of eligible clientele regardless of race, color, national origin, gender, age, disability, religion or veteran status.

RESPONSIBILITIES

Research/Needs Assessment

Identifies, researches, and disseminates new technologies in relation to instructional design and development on on-line curricula to support a broad range of Extension programs. Performs complex analysis and extensive problem solving as necessary to complete specific research and development of instructional design processes. Directs and participates in mission critical technical and analytical information analysis related to advancing on-line teaching and learning initiatives in support of Extension programming. Tests and verifies complex technological procedures and/or evaluates and validates complex information technology processes in relation to on-line learning delivery systems.

Contributes to the program delivery and research agenda of Extension specialist and faculty. Reports on research findings in the form of news bulletins, journal articles, website content, and Extension publications.

Consultation

Develops solid working relationships and maintain regular contact with Extension leadership, partners, and peers across the state to be positioned to deliver research-based, Extension programs at a distance. Applies individual expertise while drawing on the talents of others, to develop innovative solutions that will enhance the skills of Extension professionals that results in more effective program delivery outcomes. Provides guidance and in-depth

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/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.

industry knowledge to Extension agents, specialists, faculty, administration, and clientele about the use of on-line course management tools and applications, instructional design principles and on-line curriculum development processes. Identifies strategic areas of Extension program development as this relates to the delivery of on-line, non-credit, professional development instructional programs for employees and audiences external to the University. Monitors UT Extension activities to identify opportunities for on-line program activities.

Teaching

Designs, develops, and facilitates ongoing in-service training offerings specific to program development and delivery. Utilizes existing venues or stand-alone events to ensure Extension Agents and Specialists are equipped with the necessary knowledge and skills to effectively deliver on-line programs. Partners 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 assesses the skill level of Extension agents and specialists to ensure knowledge retention and to inform whether additional training offerings to enhance skills are needed.

Technical

Makes decisions independently in relation to the standard day-to-day operations of a course/learning management system (K@TE). Identifies, evaluates, supports and solves complex issues related to the operation of the course/learning management system, the deployment and maintenance of on-line curricula. Leads response to technical issues that impact the maintenance and improved functionality of the course/learning management system and the efficacy of on-line curriculum development processes.

Identifies, evaluates, supports and solves the information technology (technical) needs of faculty involved in the course development process and end users involved in the course completion process.

Professionals. Regularly assess the skill level of Agents and Specialists to ensure knowledge retention and develop additional training offerings to enhance skills.

QUALIFICATIONS

Required: Master's degree in Instructional Design and Development, Instructional Systems Technology, Educational Technology, Educational Psychology or closely related field. Ability to research, learn, and teach new technologies and strategies that support teaching and learning online. Ability to frame discussions around pedagogical issues of technology and effective teaching and learning for traditional and non-traditional instructional environments (online and face-to-face). Demonstrated ability to test and troubleshoot online curricula and course management system issues; resolve issues; create and continually update appropriate user documentation and support materials. Strong analytical, editing, and presentation skills. Ability to conduct statistical analyses and use computer applications in the evaluation of educational programs. Ability to evaluate, apply/use technology in educational processes and programs. Strong project management, planning and organizational skills. Ability to work independently and on teams for concurrent multiple projects. Excellent written and oral communication skills. Excellent interpersonal skills. Intermediate to advanced knowledge of general productivity and multimedia development tools.

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Preferred: Earned Ph.D. or Ed.D. Computer skills in Articulate 360, Adobe Captivate, PhotoShop and Premier, and audio editing tools such as Audacity. Ability to work and communicate with a wide range of people—peers, vendors, the public, staff members (including program leadership), and others. Able to consistently demonstrate professional, positive, and approachable attitude/demeanor and discretion. Has the ability to display a strong dedication to customer service. Able to approach work from a problem-solving mode.

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

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