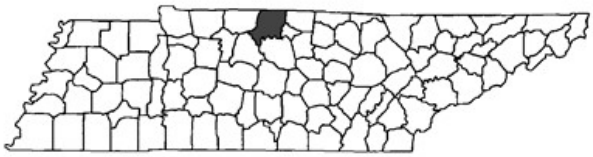
UTIA CAREER OPPORTUNITY

POSITION INFORMATION

Position # X2349– Sumner County

Title: **Extension Agent**
Program Area: **Agriculture**
Clientele Served: **Adult**
Headquarters: **Gallatin, TN**



Screening of applicants' credentials will begin immediately and will continue until the position is filled.

Date Issued: 07/06/2023

Effective Date: 09/01/2023

SALARY
Commensurate with training and experience. This position is funded jointly by UT Extension and Sumner County. Sumner County Government funds 47% of the position salary and benefits costs.

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 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.
- 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.
- Assume other responsibilities as assigned.

NEW APPLICANTS

REQUIREMENTS:
- Bachelor's degree in Agriculture, Natural Resources, or closely related field is required.
- Applicants must have either a minimum cumulative grade point average of 2.7 on a 4.0 point scale, a minimum of 3.0 during their senior year of undergraduate study, or must have earned a Master's degree. Preference will be given to applicants with a MS Degree, and/or work experience in a related field. Applicants graduating prior to the position start date are welcome to apply.
- A complete application package will include a 1) letter of interest, 2) resume or curriculum vitae, and 3) 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.
- Attach a complete application package which includes 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 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.