POSITION X2377  Tennessee Extension Internship Program: Family & Consumer Sciences Career Edge Internship
10-week Summer Internship

LOCATION  The student will be assigned to a county Extension office for the entire 10 weeks of the Internship. Prior to being assigned to a county, interns will participate in a day-long orientation to familiarize them with Tennessee Extension Programs.

EFFECTIVE DATE  May 22, 2024, to July 31, 2024

SALARY AND BENEFITS  A stipend in the gross amount of $6,840 for the 10-week internship is provided for each intern. As with any position, it is expected that the intern is able to get to and from work each day. Generally, interns ride with Extension agents during significant work-related travel; therefore, interns do not receive a travel budget allotment.

JOB DESCRIPTION  • The Family & Consumer Sciences (FCS) Career Edge Internship is designed to be an experiential learning opportunity for students in FCS-related academic programs. The internship provides participants an in-depth look at Extension as a career choice. Components of the internship include opportunities for interns to work with a wide range of family and consumer sciences programs focused in nutrition, community health, consumer economics, and human development conducted by the University of Tennessee (UT) Extension. Career Edge Intern will get the opportunity to experience the different extension agent roles within their assigned county office.
• Supervision will be coordinated through an assigned FCS agent supported by the Regional Director, the Regional Family & Consumer Sciences Program Leader, and the Extension County Director for the assigned county.
• The Assistant Dean for UT Extension Family & Consumer Sciences and a FCS Extension Assistant will have the responsibility for the coordination of the internship program.

REQUIREMENTS  • Must be available full-time during the internship period
• Must be willing and able to work in one of the participating counties
• Must have an interest in learning about and/or pursuing Extension as a career option
• Must have a cumulative GPA of at least 2.7 on a scale of 4.0
• Must be enrolled in a college of Family & Consumer Sciences and/or majoring in nutrition, child and family studies, community health, financial management, human ecology or other closely related major
• Must have the ability to work with others as well as work individually
• Must have a valid driver’s license and reliable transportation to and from work
• Must have good verbal and written communication skills
• Must present a written and oral report of the training experience at the end of the internship program

For best consideration, applications for the internship should be submitted by Friday, February 2, 2024. Applications received after this date will be reviewed until a suitable candidate is found. Successful applicants will be notified by March 2024.

APPLICATION REQUIREMENTS:
• Complete Online Application (found here - https://hr.utk.edu/staff-positions/ click “Staff Positions for External Candidates,” then search for internship)
• Attach Resume to Online Application
• Attach Transcript to Online Application
• Attach Completed Addendum to Online Application (contact Wendy for questions)

More information about the internship program is available at – https://eesd.tennessee.edu/human-resources/tennessee-extension-internships/

Please direct any questions or inquiries to:
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