POSITION INFORMATION

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

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

Date Issued: 07/06/2023
Effective Date: 10/01/2023

SALARY
Commensurate with training and experience. This position is funded jointly by UT Extension and Hickman County. Hickman County Government funds 22% 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 position start date are welcome to apply.
• A complete application package will include a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

Please apply online by clicking this link: Apply for Extension Educator Positions

UT Extension
212 D Morgan Hall
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