POSITION X2404  Extension Assistant

LOCATION  The University of Tennessee, Institute of Agriculture, Extension, Department of Plant Sciences

EFFECTIVE DATE  Screening of applicants will begin immediately and will continue until the position is filled.

SALARY AND BENEFITS
Salary is commensurate with training and experience. This is a grant-funded, regular position with benefits that is expected to last approximately 18 months. Continued employment is contingent upon performance and funding. Additional funding will be sought to continue the position beyond the stated period. 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
Provide day-to-day support for sustainable ornamental plant production extension and applied research program. Support includes coordinating nursery producer workshops, online programming, and field-based demonstrations with nursery producers in Middle Tennessee. Central topics include plant water use efficiency and water resource risk management through enhanced irrigation technology; evaluating laser-guided and other spray technology to reduce pesticide use and reduce worker and environmental risk; and general sustainable plant production. More information about the program can be viewed at: https://plantsciences.tennessee.edu/sustainable-nursery-crop-and-landscape-management/

RESPONSIBILITIES
• Confer with the extension specialist on extension objectives and oversee day-to-day extension program planning, preparing, conducting and evaluating
• Under the supervision of the specialist, develop and maintain extension demonstrations and applied research plots, collect data, photograph demonstrations, and summarize outcomes into a format useful to the nursery crop industry
• Revise, develop distance learning modules
• Work with the specialist to manage funded projects, including reporting and recordkeeping
• Supervise undergraduate students
• Contribute to report/proceedings/manuscript preparation

QUALIFICATIONS
Required:
• Bachelor’s degree in plant sciences, entomology, plant pathology, biosystems engineering, biology, or a related field is required. A master’s degree is preferred.
• Must have 2 years applied research experience or extension assistant experience
• Must have a valid U.S. driver license at time of application
• Must be reliable and flexible. Care for plants, time-sensitive data collection and other responsibilities may necessitate limited weekend and holiday responsibilities; occasional overnight travel required
• This position has a substantial field component. Must be able to work long hours away from campus in a range of outdoor weather conditions.
• Must have the ability to apply sound judgment, represent the University positively, work independently, communicate, and collaborate effectively
• Must be well-organized, including preparation for off-campus projects, have the ability to plan ahead, and be able to manage and prioritize responsibilities for multiple projects
• Must be able to effectively communicate in English, orally and in writing
• Experience with sensors, data loggers, SAS or R, and/or computer programming highly desirable, but not required

TO APPLY:

Please apply online by clicking this link:  External Applicants  Internal Applicants

Submit a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae which includes phone and email contact information for 4 reference, 3) and official or unofficial transcripts showing degree(s) conferred.

Contact: For additional information, please contact

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