

**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

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 McRose 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.

- 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 16, 2024**. *Applications received after this date will be reviewed until a suitable candidate is found. Successful applicants will be notified in March 2024.*

#### APPLICATION REQUIREMENTS:

- [Complete Online Application](https://hr.utk.edu/staff-positions/) (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:

Wendy Smith

Extension Assistant II

Department of Family & Consumer Sciences

The University of Tennessee Extension

2621 Morgan Circle, 120 Morgan Hall

Knoxville, TN 37996-4501

Email: [wksmith@utk.edu](mailto:wksmith@utk.edu)

Phone: 865-974-9966

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