POSITION INFORMATION

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

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

Date Issued: 02/16/2024
Effective Date: 04/01/2024

SALARY
Commensurate with training and experience. This position is funded jointly by UT Extension and Shelby County. Shelby County Government funds 55% of the position salary and benefits costs.

responsibilities:
• Plan, execute, and evaluate programs in the areas of Agriculture and Natural Resources with emphasis in horticulture.
• 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, green industry, agri-business, agricultural agencies, and organizations, 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. Horticulture preferred.
• 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) 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
212 D Morgan Hall
Knoxville TN 37996-4525
Phone: (865) 974-7245
Fax: (865) 974-0882
E-mail: UTExtensionPersonnel@utk.edu
Web Site: http://utextension.tennessee.edu

TENNESSEE AGENT TRANSFER REQUESTS

requirements
Request for transfer/assignment 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
• has 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 admission without regard to race, color, religion, sex, national origin, age, disability, or protected status of 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 the Tennessee Consolidated Plan in order to be consistent with the 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, Sections 504 and 508 of the Rehabilitation Act of 1973, and with the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, color, sex, disability, or national origin in its educational programs and activities, and this policy extends to employment. The University of Tennessee Banister Hall, Knoxville, TN 37996-1505 telephone: 865-974-1810 UT4X (TTY accessibility): 865-446-9111. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.