POSITION INFORMATION

Title: Extension Agent
Program Area: Family and Consumer Sciences
Clientele Served: Adult
Headquarters: Crossville, TN

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

Date Issued: 02/28/2024
Effective Date: 06/01/2024

SALARY
Commensurate with training and experience. This position is funded jointly by UT Extension and Cumberland County. Cumberland County Government funds 29% of the position salary and benefits costs.

RESPONSIBILITIES:
• Plan, execute and evaluate adult Family and Consumer Sciences educational programs.
• Secure and train volunteer leaders and serve as an educational resource for the Family and Consumer Sciences programs within the county.
• Meet with, advise and train leaders of organized Family and Consumer Sciences groups, including Family and Community Education Clubs.
• Responsible to the County Extension Director and must keep current on the latest research information in Family and Consumer Sciences.
• 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 duties as assigned.

NEW APPLICANTS

REQUIREMENTS:
• Bachelor’s degree in Family and Consumer Sciences and/or majoring in nutrition, culinary arts, child and family studies, consumer economics, human ecology, community health, or a closely related major.
• 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, 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
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;
• training appropriate for the assignment.
• Attach a complete application package which includes a 1) letter of interest, 2) a resume or curriculum vitae, and 3) 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 advancement without regard to race, color, religion, sex, marital status, parental status, age, political affiliation, sexual orientation, gender identity, national origin, disability, age, protected veteran status or any other characteristic protected by federal or state law. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are subject to laws and regulations. To comply 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, color, disability, sex, national origin, age, sexual orientation, or gender identity in its education programs and activities, and this policy extends to employment, admissions, and other University operations.

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