POSITION INFORMATION

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

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

Date Issued: 03/13/2024
Effective Date: 07/01/2024

SALARY
Commensurate with training and experience. This position is funded jointly by UT Extension and Lake County. Lake 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) resume or curriculum vitae, and 3) official or unofficial transcripts showing degree(s) conferred.

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
• 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 apply online by clicking this link: Apply for Extension Educator Positions UT Extension 212 D Morgan Hall Phone: (865) 974-7245 Knoxville TN 37996-4525 Fax: (865) 974-0882 E-mail: UTExtensionPersonnel@utk.edu Web Site: http://utextension.tennessee.edu

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. UT Extension reserves the right to screen applicants and to make offers of employment contingent on the results of the appropriate background check. Equal opportunity, affirmative action employer. ADA compliant. UT Extension provides a gateway to the University of Tennessee as the outreach and of the Institute of Agriculture. With an office in every Tennessee county, UT Extension delivers educational programs and research-based information to citizens throughout the state. In cooperation with Tennessee State University, UT Extension works with farmers, families, youth and communities, to improve lives by addressing problems and issues at the local, state and national levels.