

POSITION X2433	Extension Assistant
LOCATION	University of Tennessee, Institute of Agriculture, Extension, Department of Food Science, Knoxville, TN
EFFECTIVE DATE	Screening of applicants' credentials will begin immediately and will continue until the position is filled.

SALARY AND BENEFITS

Salary is commensurate with training and experience. 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 AND RESPONSIBILITIES

The Extension Assistant position will manage the food entrepreneur assistance program and assist with youth and adult Extension education programs related to food safety and manufacturing.

Job Responsibilities:

- Assist with statewide food safety Extension programs for the food manufacturing industry.
- Plan, implement, evaluate, and report on educational programs with a focus of regulatory needs of clientele including Preventive Controls for Human Foods, HACCP, Better Process Control School and other fee-based programs.
- Provide regulatory guidance for existing food manufacturers and food entrepreneurs.
- Manage the food entrepreneur assistance program that includes testing of food samples, creating nutrition labels, and drafting process letters for acidified foods and reporting impacts.
- Assist in developing, writing, delivering, and preparing educational publications, videos, training materials, and other educational media, including website content development and maintenance.
- Provide leadership and educational training/content to small food processors and assist in preparing and delivering current, research-based training for County Extension Agents, Area Specialists, volunteers, youth, and stakeholders.
- Participate in professional development and grant funding opportunities.
- Contribute to and build partnerships inside and outside the department and organization.
- Support, strengthen and participate in county-based Extension programs.
- 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.

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.

QUALIFICATIONS

Required:

- Bachelor's in Food Science or related field. Applicants graduating prior to position start date are welcome to apply.
- Two years documented experience with food manufacturing, regulatory compliance, and/or food safety.
- The ability to work effectively as a team member and independently.
- Ability to convey a positive professional image.
- Effective written and oral communication skills, including use of computer technology.
- Excellent interpersonal skills.
- Knowledge of and sensitivity to cultural diversity and ability to communicate and interact effectively with people of all ages and backgrounds.
- Valid driver's license and ability to meet travel requirements.

Preferred/Desired Qualifications:

- Master's degree in Food Science or related discipline.
- Work experience in alignment with the appointment of 3 or more years.
- Experience or training in thermal processing methods and/or implementing food safety plans.
- Experience in grant proposal writing.
- Experience in all facets of regulatory compliance for food manufacturing.
- Knowledge of Extension and/or 4-H programs.
- Ability to work with educational technologies, on-line learning platforms, and web management.
- Ability to work with graphic design software, social media platforms, and program evaluation methods.
- Demonstrated ability to write concise, web-based, or popular press publications.

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, 3) and official or unofficial transcripts showing degree(s) conferred.

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 212 D Morgan Hall Fax: (865) 974-0882
 Knoxville TN 37996-4525

E-mail: UTExtensionPersonnel@utk.edu

Web Site: <http://utextension.tennessee.edu>

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CAREER OPPORTUNITY

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