

POSITION X2409	Extension Assistant, 4-H Workforce Preparation
LOCATION	The University of Tennessee, Institute of Agriculture, Extension, Department of 4-H Youth Development
EFFECTIVE DATE	Screening of applicants will begin immediately and will continue until the position is filled.

SALARY AND BENEFITS

Salary is commensurate with training and experience. This is a Limited Duration Appointment (LDA) appointment for regular employment. This position depends on acceptable performance and funding. The position is established for two years from the position start date. 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 exists to provide leadership for planning, implementing, and evaluating a statewide educational program in workforce preparation and pre-college programming. The Extension Assistant is expected to deliver current, research-based subject matter information and educational training primarily for, but not limited to, Extension 4-H agents. The Extension Assistant position is expected to author publications for public distribution to support educational programs related to college preparation and workforce preparation programming. The Extension Assistant position is also expected to support the Tennessee 4-H program by planning and conducting regional and statewide events.

Serves as primary liaison to the UTK Division of Enrollment Management including Undergraduate Admissions and Pre-College Program departments, identifies opportunities for collaboration and manages data and lead sharing process for Next Chapter participants. Serves as the key liaison and coordinates in partnership with UTK Enrollment Management the Next Chapter program and associated scholarship.

Coordinate and manage in collaboration with Next Chapter partners, Next Chapter events and related programs: hosting workshops, event planning & execution, recruiting of judges and volunteers, manage registration process, recruiting sponsors, arranging for facilities, communicating with schools/community partners, planning on-site activities and guest speakers.

Communications & Outreach

- Recruit and train participants in Next Chapter, including related outreach and communications.
- Update website and promotional materials on a regular basis and assess program(s) annually.
- Track and report on program participation.
- Set, in collaboration with Next Chapter partners, program goals, key performance indicators, and annual targets and outcomes.

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.

Program Development

- Develop county, regional, and state level resources for program implementation (curriculum, guides, tool kits, etc.) in workforce and pre-college preparation.
- Secure grant funds to support county level programming in the area of workforce preparation.
- Partner with peer institutions to implement programs.
- Conduct needs assessment and environmental scanning.
- Review research-based trends related to assigned program area.
- Interact and collaborate with a wide range of faculty, staff and students at the campus level as well as community partners.

Program Management

- Coordinate, in consultation with the UTK Office of Enrollment Management, the statewide 4-H Next Chapter program.
- Coordinate the 4-H entrepreneurship program in partnership with the Tennessee State Fair.
- Determine changes and updates to statewide workforce development programming.
- Communicate with peer institutions on pertinent areas of youth development and research.

Teaching

- Conduct in-service training for agents related to Next Chapter curriculum and workforce preparation.
- Present research-based information at conferences and professional meetings.

QUALIFICATIONS

Requires a bachelor's degree in education, agriculture, family and consumer sciences, or a closely related field.

The successful candidate should have the:

- Ability to organize, apply sound judgement, work independently, communicate, and collaborate effectively with interdisciplinary teams.
- Skills to demonstrate program impacts through data and applied research and share that information with stakeholders.
- Ability to work with other personnel and volunteers.
- Skills needed to conduct innovative programs, demonstrate teaching effectiveness, implement applied research, and have success in garnering extramural funding.

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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> / <https://4h.tennessee.edu/>

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