

Extension Assistant, Farm Management (X2501)**Department of Agricultural & Resource Economics****Position Summary**

Deliver current, research-based subject matter information and educational training to Extension specialists and stakeholders related to marketing of UT Center of Farm Management and MANAGE program.

Job Description

This individual will help develop, deliver, manage, plan, implement, and evaluate educational programs of UT Extension for the UT Center of Farm Management and MANAGE program housed in the Agricultural & Resource Economics. This position will also help address current needs and anticipate upcoming needs in a manner that problems can be addressed in a proactive manner.

Responsibilities

- Annually plan, organize, and evaluate the statewide UT Extension Income Tax Seminars at all locations.
- Create educational material and provide administrative support for UT Center of Farm Management programs such Extension Tax Seminar program, Farm Fundamental program, Master Farm Manager Program, and other Center of Farm Management related programs.
- Participate in grant programs and fee-based programming as a program manager and to create content (i.e., publications, training materials, and other educational media, including writing, editing, photography, videography, layout and design).
- Facilitate meetings for Specialists by planning the agenda, making logistical decisions, arranging hotel and meeting spaces.
- Organize the annual statewide AREC Extension In-service training.
- Plan the annual Southern Outlook Conference and be the leader on event details.
- Create and conduct program evaluation frequently by engaging stakeholders (producers, agents, and agencies) across the state. Use data analysis from evaluation to implement program improvements.
- Ensure website / social media stays up to date with the most recent program materials.
- Market the UT Extension Tax Seminar program, Farm Fundamental program, Master Farm Manager Program, and other Center of Farm Management related programs through appropriate methods such as fliers, emails, social media, websites, etc.
- And all other duties assigned.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, religion, sex, marital status, parental status, sexual orientation, gender identity, national origin, disability, age, genetic information, 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 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 (VTTY 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 Qualifications

- A bachelor's degree in related subject to the discipline is required
- Ability to organize, apply sound judgment, work independently, communicate, and collaborate effectively with both intradisciplinary and interdisciplinary teams.
- Excellent skills in Microsoft Excel, Microsoft Word, Microsoft Power Points, Adobe, survey design in Qualtrics, and email.
- Excellent written and interpersonal communication skills, and marketing.
- Ability to multi-task, work independently within guidelines, ability to work in a team, speak effectively in public, think critically, problem solve, attention to detail, and desire to continue to learn.
- Ability to learn new software programs in a timely manner. Ability to gather data, compile information, and prepare reports.
- Communicate confidently in writing, knowledge of basic grammar.
- Knowledge of basic math

Preferred Qualifications

- A Masters in discipline area or work experience in alignment with the appointment of one to two years would be preferred.
- Knowledgeable about the Department of Agricultural and Resource Economics programs.
- Good website/social media skills. Show evidence of ability to work well with colleagues and clientele.

Work Location

On site

Compensation and Benefits

- Starting Salary Based on Education & Experience: \$xxx
- **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. Find more information on UT Benefits [here](#).

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Application Instructions

Please complete an application online by clicking the link: [Apply for Extension Educator Positions](#)

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.

UT Extension Phone: (865) 974-7245

212 D Morgan Hall Fax: (865) 974-0882

Knoxville TN 37996-4525

E-mail: UTExtensionPersonnel@utk.edu

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

About The College/Department/Division

UT Extension provides a gateway to the University of Tennessee as the outreach unit of the Institute of Agriculture. It is a statewide educational organization, funded by federal, state and local governments, that brings research-based information about agriculture, family and consumer sciences, and resource development to the people of Tennessee where they live and work.

Additional Information on all postings provided by UTK

About Us

With over 225 years dedicated to education and research, and as one of the 100 largest employers in Tennessee, there is endless potential to discover at the University of Tennessee, Knoxville. This advanced academic center comprises 17 degree-granting colleges and schools, 900+ programs of study, 547 graduate programs, and is home to over 7,500 employees statewide who support the continued growth of the state's flagship land-grant university. The University of Tennessee Institute of Agriculture, Anthropological Research Facility, Space Institute, and the UT Institute of Public Service are acclaimed entities of the UT system and with nearby affiliate, Oak Ridge National Laboratory, Rocky Top is a university on the rise. UT Knoxville considers its employees its number one asset and with values that focus on work-life balance, compensation, and innovative leadership, all Vols are supported to advance professionally. Employees have access to career development and coaching, continued education, and an extensive list of development and training possibilities. The Volunteer employee experience implements structures and practices that attract and retain a diverse community and that support a culture where everyone matters and belongs. Apply today and join the Vol Family for life!

Ranked nationally as "Best Employer for New Graduates", "One of America's Best Large Employers", "Best Workplace for Women," and has been designated as "Best Place for Working Parents" by Forbes Magazine.

EEO/AA STATEMENT / NON-DISCRIMINATION STATEMENT

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to, and will not be discriminated against on the basis of, race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

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