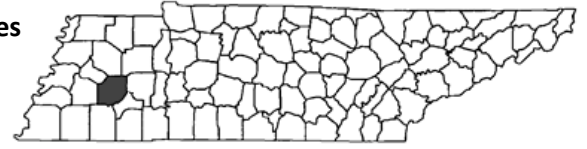


Position Title X2508: **Extension Agent, Family & Consumer Sciences**

County: **Madison County**

Clientele Served: **Adult**

Headquarters: **Jackson, TN**



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

Date Posted: 02/04/2025

Target Start Date: 04/01/2025

Position Summary

UT Extension delivers programs to youth and adults in all 95 counties of Tennessee. As a member of our team you would join over 100 subject matter specialists and more than 300 agents to address priority issues through Agriculture and Natural Resources, Family and Consumer Sciences, 4-H or Resource Development programs. This position is funded by the Tennessee Nutrition and Consumer Education Program (TNCEP) and Expanded Foods & Nutrition Education Program (EFNEP) grants and is renewable annually, depending on funding availability, project progress and performance. The Agent is responsible to the Madison County Extension Director and will work closely with the Regional Program Leader and Nutrition Education Programs Director.

Job Description

Tennessee Extension agents are teachers who work in rural, suburban and urban areas with people from all social, economic, racial and ethnic backgrounds. Our classrooms are everywhere...anywhere a person can learn. The classroom may be the county Extension office, an auditorium, an agribusiness firm, a farm, a suburban garden plot or the family home. Agents also use newspapers, radio, television, web sites, and direct mail (or email) as techniques to reach Tennesseans with the latest research information to improve their lives.

Responsibilities

- Plan, execute, and evaluate Extension programs related to low-income nutrition education that are diverse, impactful, and engage clients throughout the county.
- Provide leadership for Extension programs that meet the needs of all eligible clientele regardless of race, color, national origin, sex, age, disability, religion or veteran status.
- Recruit, train, and support volunteer leaders to support low-income nutrition education Extension programs within the county.
- Under the direction of the County Director, participates in hiring, training and supervising Program Assistants funded to work with limited resource nutrition education audiences.
- Develop and maintain expertise to Family and Consumer Sciences subjects especially related to nutrition education.
- Cooperate with the staff in promoting the total Extension program.
- Provide accurate and timely reporting of program accomplishments & impacts into the UT Extension reporting system.

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 (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.

- Maintain an image of a professional educator through proper attitude, appropriate dress, suitable conduct, and strong communication skills that will reflect favorably on the University of Tennessee.
- Develop and maintain community partnerships and a county coalition to show external collaborative work for low-income nutrition education efforts at the environmental, systems and policy levels.
- Maintain a county coalition which depicts external collaborative work for limited resource communities in nutrition and health education efforts effecting Policy System & Environmental (PSE) changes.
- Assist with county budgetary and administrative functions related to the nutrition program area.
- Utilize all areas of mass media as an educational tool for dissemination of Family and Consumer Sciences programs.
- Assume other duties as assigned to TNCEP/EFNEP programming.

Qualifications

Required Qualifications (External Applicants)

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

Please apply online by clicking this link: [Apply for Extension Educator Positions](#)

Required Qualifications (Internal Applicants)

Request for transfer 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.

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UT Extension
212 D Morgan Hall
Knoxville, TN 37996-4525

Phone: (865) 974-7245

Email: UTExtensionPersonnel@utk.edu

Website: <http://utextension.tennessee.edu>

Work Location

- On-Site

Compensation and Benefits

- Starting Salary Based on Education & Experience: \$xxx
- **Salary:** Commensurate with training and experience. This position is funded by the Tennessee Nutrition and Consumer Education Program (TNCEP) and Expanded Foods & Nutrition Education Program (EFNEP) grants and is renewable annually, depending on funding availability, project progress and performance.
- **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](#).

Application Instructions

For best consideration applicants should submit the below materials immediately

- 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

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

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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.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), ADEA (age), sexual orientation, or veteran status should be directed to the (EEO). Requests for accommodation of a disability should be directed to the ADA Coordinator at the [EEO office](#).

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 (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.