

Extension Area Specialist, Region Programs (X2531)**University of Tennessee Extension, Western Region****Position Summary**

The Area Specialist is responsible to the Regional Director to develop, deliver and evaluate educational events across all program areas using a management team approach while working with appropriate county, region & state staff.

Job Description

The Extension Area Specialist will coordinate Regional wide educational events for FCS, AG, 4-H, and CED programs. They coordinate statewide initiatives structured to local program needs. Extension Area Specialists assist other Extension workers in special program activities and events relative to all Extension program areas and markets the total Extension program. They look to the department appropriate to discipline they are working in for training, materials, and program support.

Responsibilities

- Give leadership to an on-going educational event that meets client needs.
- Organizes all details within program area including housing, catering, entertainment, transportation, location and equipment.
- Provide technical and subject matter assistance to county staff, assist with developing and delivering agent training, and program specific events.
- Develop and maintain program support and effectiveness through partnerships and collaborative efforts with agencies, associations, organizations, volunteers, and others.
- Remain current in area of expertise as well as other program areas to effectively coordinate and deliver educational programs.
- Must Provide leadership for a program of activities that meets the needs of all eligible clientele regardless of race, color, national origin, age, sex, disability, religion, or veteran status.
- Assume other duties as assigned.

Qualifications

Required:

Education/Experience

- Master's degree in Ag, FCS, education, or other related discipline area. Applicant's graduating prior to the start date are welcome to apply.

Knowledge, Skills, & Abilities

- Evidence of ability to plan, organize, develop, implement, and evaluate educational events
- Demonstrated qualities of leadership drive and initiative

- Effective in oral and written communications
- A sincere desire to work with people, including the disadvantaged and minorities.

Preferred:

Education/Experience

- Training and Experience appropriate for the particular program area. Exceeds the minimum qualifications for the rank of Extension Area Specialist (I).
- Experience up to three years as an Extension Area Specialist.

Knowledge, Skills, & Abilities

- Shows promise in teaching, training, Extension, and/or service in alignment with his/her area of appointment as well as other Extension program areas
- Has initiated promising creative activities, and shown interest in diverse professional activities of the discipline
- Shows evidence in his/her ability to work well with supervisors, colleagues and clientele

Work Location

Onsite

Compensation and Benefits

- Starting Salary Based on Education & Experience
- **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

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 including a list of 3 to 5 references, 3) and official or unofficial transcripts showing degree(s) conferred.

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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!

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