

POSITION X2108	Extension Specialist
LOCATION	The University of Tennessee, Institute of Agriculture, Extension, Department of Animal Science, Knoxville, TN
EFFECTIVE DATE	Review of applicants will begin immediately and continue until a suitable candidate is identified.

SALARY AND BENEFITS

Salary is commensurate with training and experience. This is a grant-funded position. Continued employment is contingent upon performance and funding. 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

The Extension Specialist I will provide support for Dr. Liz Eckelkamp and the Dairy Business Innovation Initiatives (DBII) project. This position is expected to develop strong working relationships with Extension agents and partners, as well as coordinate with counterparts in North Carolina and Kentucky. This person will coordinate program evaluation efforts to provide continuous program quality improvement such as tracking program delivery, collecting success stories/impacts and other qualitative program evaluation data, and compiling reports. Deliver current, research-based subject matter information and educational training to dairy producers, dairy businesses, and Extension agents. Author publications for public distribution to support the educational programs. Assist Program Coordinator with liaising with producer awardees. Support the DBII by planning and conducting workshops and conferences and developing publications. Plan, conduct, implement and evaluate assigned educational programs in such a manner that they meet the needs of all participants. Address current needs and anticipate upcoming needs in a manner that problems can be solved in a proactive manner. Develop and prepare appropriate training materials and programs for Extension personnel and clientele and deliver them in the most effective means possible while modeling exemplary teaching methods. Keep current in assigned subject matter area and strive for professional improvement by means of study, seminars, professional meetings, and self-evaluation.

RESPONSIBILITIES

- Assist in planning and conducting workshops and conferences, teaching at workshops, making farm visits, collecting survey data, making farm visits to inspect equipment purchased with Producer Subawards and developing reports.
- Track numbers required to report Outcome Indicators for participants in the grant project.
- Use Excel to organize and analyze data.
- Prepares program evaluations in QuestionPro or Qualtrics.

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.

- Coordinates with North Carolina and Kentucky Dairy Development Council counterparts to collect program evaluation and outcomes for their producers.
- Perform training for agents and producers including the appropriate training methods including face-to-face and online.
- Serve as a contact for Extension specialists, agents, and county-level partners on programmatic efforts.
- Assist with preparing reports for University of Tennessee and USDA.
- Orders and manages publications for usage, prepares educational materials for workshops, assists with preparation of newsletters, brochures, quarterly reports, maintains and distributes to newsletter/email lists, maintains peer reviews and printing authorization for publications.
- Maintains media library for DBII.
- Develop and prepare appropriate training materials and programs for personnel and clientele and deliver them in the most effective means possible while modeling exemplary teaching methods.
- Collect data needed for program evaluation efforts related to evaluating the effectiveness of programs.
- Develop flyers and other recruitment materials through programs such as Canva.
- Assist in maintaining value-added dairy processor webpage on UT Dairy website
- Keep current in assigned subject matter area and strive for professional improvement by means of study, seminars, professional meetings and self-evaluation.

QUALIFICATIONS

- Master's degree in a related subject matter to the discipline.
- Ability to collect, analyze and report qualitative data.
- Knowledge of Microsoft Office including: Word, Excel, PowerPoint, Teams, and Outlook
- Communication skills.
- Training skills.
- Ability to organize, apply sound judgment, work independently, communicate and collaborate effectively with both intradisciplinary and interdisciplinary teams.
- Shows a clear interest in the creative art and characteristics of teaching or scholarly activities.
- Has an excellent scholastic record.
- Shows promise in the ability to work well with colleagues and clientele.

Required:

Master's degree in animal science, food science, or agricultural economics/agribusiness. Ability to work in teams and independently. Ability to communicate effectively both verbally and in writing to professionals, general public, and program participants. Ability to travel statewide and occasionally out of state (North Carolina and Kentucky).

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Preferred:

1-3 years working in a related field to agritourism, agritainment, or value-added agriculture. Experience providing individual case management. At least 1 year working in Extension or other community-based program.

TO APPLY:

Application: Interested applicants must apply online and include the following: 1) cover letter stating their experience and possible starting date; 2) resume; 3) academic transcripts from all universities or colleges attended (unofficial transcripts for application are acceptable; official transcripts will be required before hire is completed); and 4) the names, telephone numbers, and e-mail addresses of three professional references.

Please apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Questions may be directed to Dr. Liz Eckelkamp, eckelka@utk.edu .

Web Site: <https://extension.tennessee.edu/>

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