

<b>POSITION X2116</b>	Extension Assistant, Animal Science
<b>LOCATION</b>	The University of Tennessee, Institute of Agriculture, Extension, Department of Animal Science, Knoxville, TN
<b>EFFECTIVE DATE</b>	Review of applicants will begin May 31, 2021 and continue until a suitable candidate is identified.

### **SALARY AND BENEFITS**

Salary is commensurate with training and experience. 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 Assistant I is a critical member of the Animal Science Extension Team that will develop, implement, and evaluate youth and adult Extension programs. Specifically, will assist in planning, conducting, teaching, implementing, and evaluating adult and youth livestock and equine outreach events and programs. Additionally, expected to assist in developing, writing, delivering, and preparing educational publications, videos, training materials, and other educational media; including website and social media content development and maintenance. Provide leadership and educational training/content to the Tennessee State Livestock Skillathon Team, and assist in preparing and delivering current, research-based training for County Extension Agents, Area Specialists, volunteers, youth, and stakeholders. As requested, the position will perform additional duties.

### **RESPONSIBILITIES**

- Assist in planning, conducting, teaching, implementing, and evaluating adult and youth livestock and equine outreach events and programs; including but not limited to all 4-H educational contests, expositions, and shows, field days, and fee-based programs.
- Assist in developing, writing, delivering, and preparing educational publications, videos, training materials, and other educational media; including website and social media content development and maintenance.
- Provide leadership and educational training/content to the Tennessee State Livestock Skillathon Team.
- Assist in preparing and delivering current, research-based training for County Extension Agents, Area Specialists, volunteers, youth, and stakeholders.
- Performs other duties as required

### **QUALIFICATIONS**

Required:

- Bachelor's degree in the related subject matter to the discipline.
- Ability to work effectively as a team member and independently

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.

- Ability to convey positive professional image
- Effective written and oral communication skills; Excellent interpersonal skills
- Knowledge of and sensitivity to cultural diversity and ability to communicate and interact effectively with people of all ages and backgrounds
- Experience educating, mentoring or leading youth, collegiate, or adult audiences in a formal or informal capacity
- Documented experience with livestock and/or equids in traditional management, health, and/or production settings.
- Evidence of working collaboratively in a team setting and independently

Preferred:

- Preferred Masters in discipline area.
- Work experience in alignment with the appointment of 1 to 2 years.
- Knowledge of Extension and/or 4-H
- Ability to work with educational technologies, online learning platforms, and web management
- Ability to work with graphic design software, social media platforms, and program evaluation methods
- Livestock, equine or other showing and judging experience
- Evidence of written, web-based or popular press publications

TO APPLY:

**REQUIREMENTS**

Interested applicants must apply online using the links below 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. Jennie Ivey, [jivey@utk.edu](mailto:jivey@utk.edu)

Salary: Commensurate with qualifications and experience.

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

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