

<b>POSITION X2276</b>	Extension Assistant, Value-Added Agriculture
<b>LOCATION</b>	University of Tennessee, Institute of Agriculture, Extension, Center for Profitable Agriculture. The Center for Profitable Agriculture is headquartered at the Ridley 4-H Center in Columbia, Tennessee.
<b>EFFECTIVE DATE</b>	Screening of applicants' credentials will begin immediately and will continue until the position is filled.

## **SALARY AND BENEFITS**

Salary is commensurate with training and experience. This is a limited duration position funded through grants and other special funds for a period of four years. Continued employment is contingent upon performance and available 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. Flexible work is allowable according to UT guidelines.

## **JOB DESCRIPTION**

The Center for Profitable Agriculture is a center within UT Extension and a partnership with the Tennessee Farm Bureau Federation. The Center staff work to help farmers analyze and develop value-added agriculture enterprises across the state. The Extension Assistant – Value-Added Marketing is a full-time, limited-duration, non-tenure track, 100% Extension position. Success in this position necessitates individual initiative and in-person collaboration, teaching and consultation prompting overnight travel and work beyond the normal work schedule, including some evenings and weekends.

The Extension Assistant is responsible to the director of the Center for Profitable Agriculture and works under the programmatic direction of the Extension Specialist III. This position is responsible for providing support to the Southeast Dairy Business Innovation Initiative program and other value-added agriculture programming.

To achieve the mission of the Center, the Extension Assistant – Value-Added Agriculture will:

- Assist in planning, developing, implementing, evaluating and reporting of educational programs focusing on analyzing and developing value-added dairy and other agricultural enterprises including general business and enterprise-specific regulations.
- Contribute to the development of Extension educational programs in various functions such as planning team member, coordinator, speaker, moderator, etc.
- Provide training in value-added enterprise development for Extension agents and Extension specialists.
- Evaluate and report inputs, outcomes, impacts and accomplishments.
- Develop and expand knowledge of current information and trends in the areas of analyzing, planning and expanding value-added dairy and other enterprises through professional development activities.
- Develop a program of activities that meets the needs of eligible clientele regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal law.
- Assume other duties as assigned.

## **PRIMARY RESPONSIBILITIES**

The primary responsibilities of the Extension Assistant will be to:

- Contribute to the development of effective teaching tools such as publications, fact sheets, presentations, worksheets, news releases, websites, social media content, and other creative tools to enhance the delivery and

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.

understanding of information about value-added agriculture with special emphasis on value-added dairy products.

- Coordinate program development activities with other entities (internal and external to UT); monitor progress to ensure timely execution of priority tasks.
- Develop and distribute program promotional materials such as news releases, flyers, emails, etc.
- Plan and organize social media education and promotional efforts for assigned projects; develop or coordinate development with appropriate subject-matter specialists.
- Teach educational programs for farmers, Extension colleagues and industry partners, including appropriate teaching methods to include in-person and virtual delivery.
- Provide technical assistance via personal correspondence and farm visits for producers interested in starting value-added operations or existing producers interested in improving or expanding their operations, with special emphasis on value-added dairy operations.
- Assist with collecting success stories for assigned projects.
- Track program delivery data and report appropriately.
- Assist with grant report preparation.
- Work closely with other members of the Center and Southeast Dairy Innovation Initiative partners as well as program partners in the Tennessee Department of Agriculture and the Tennessee Farm Bureau Federation.
- Contribute to and build partnerships inside and outside the department and organization.
- Support, strengthen and participate in county-based Extension programs.
- Participate in professional development opportunities.

## **QUALIFICATIONS**

Required:

The successful candidate will be required to:

- Provide a transcript showing an earned Bachelor's degree in a related field ( agricultural business, agricultural economics, economics, business administration, marketing or related field.)
- Demonstrate a basic knowledge of business and economic fundamentals.
- Be able to work independently and in teams.
- Be well organized with an ability to plan ahead.
- Be able to manage and prioritize responsibilities for multiple projects.
- Participate in overnight travel and work beyond the normal work schedule including some evenings and weekends.
- Apply sound judgement and represent the University positively.
- Communicate clearly and effectively in English with internal and external audiences (verbally and in writing).
- Demonstrate proficiency with computer applications such as Microsoft Office (Word, Excel, PowerPoint, Outlook), Internet (Web, e-mail), etc.
- Have a valid U.S. driver's license and a safe driving record at the time of application.

Preferred:

It is desired but not required that the successful candidate have:

- Knowledge of agricultural Extension programs and the land-grant mission.

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- The ability to assess and respond to program needs of clients.
- Knowledge of value-added agriculture and/or value-added dairy industry.
- The ability to use web meeting and conference platforms including Zoom and Microsoft Teams.
- Knowledge of and experience in using Facebook and Instagram.
- The ability to use WordPress.
- The ability to create educational videos.
- Master's degree and/or experience in related field.

**TO APPLY:**

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

Attach the following electronic documents to the application:

1. Letter of interest
2. Resume or curriculum vita
3. List of at least four references with contact information
4. Official or unofficial transcript(s) showing degree(s) conferred

A background check and an official transcript are required prior to hiring.

For additional information, please contact:

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 Extension Specialist III, Value-Added Agriculture Marketing  
 Center for Profitable Agriculture  
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 Columbia, TN 38401  
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