

# Career Opportunity

**POSITION**

Extension Assistant

**LOCATION**

The University of Tennessee, Knoxville, Tennessee, Department of Plant Sciences

**EFFECTIVE DATE**

November 15, 2014. Screening of applicants' credentials will begin October 25, 2014 and will continue until the position is filled.

**SALARY AND BENEFITS**

Salary is commensurate with training and experience. This position is funded on an annual contract renewal expected through August 2015. Future employment is dependent upon performance and availability of additional funds. This is a temporary position with no benefits.

**JOB DESCRIPTION**

- Provide day-to-day support for sustainable ornamental plant production extension program. This statewide extension and applied research program includes coordinating nursery producer workshops and agent in-services, developing print and electronic publications, and development of smartphone-based tools. Central topics include plant water use, water quality and risk management through irrigation technology; Integrated and Systems-based Pest Management; and general sustainable plant production. More information about the program can be viewed at: <http://plantsciences.utk.edu/fulcher.htm>.
- Confer with the Extension Specialist on Extension objectives and overall Extension planning, preparing, conducting and evaluating programming.
- Working with the Extension Specialist, develop grant proposals to fund Extension programming and manage funded projects, including reporting and recordkeeping.
- Under the supervision of the principal investigator, develop and maintain Extension demonstration plots, collect data, photograph demonstrations, and summarize outcomes.
- Supervise undergraduate students.
- Assist with Extension publication preparation and report/proceedings preparation.
- Assist with distance learning module development and updates.
- Care for plants; limited weekend and occasional holiday rotation may be required.

**REQUIREMENTS**

- M.S. in Plant Sciences, Horticulture, Entomology, Plant Pathology, or Biosystems Engineering required. Candidates with a Ph.D. degree preferred.
- Must have the ability to apply sound judgment, work independently, communicate, and collaborate effectively with others.
- Must be well-organized, have the ability to plan ahead, and be able to manage and prioritize responsibilities for multiple projects.
- Must be able to effectively communicate in English, orally and in writing.
- Experience with datalogger and/or computer programming desirable but not required.
- Experience in marketing using social media desirable but not essential.
- Willingness to travel occasionally to give presentations to industry professionals and attend industry events.

UT Extension provides a gateway to the University of Tennessee as the outreach unit of the Institute of Agriculture. With an office in every Tennessee County, UT Extension delivers educational programs and research-based information to citizens throughout the state. In cooperation with Tennessee State University, UT Extension works with farmers, families, youth and communities, to improve lives by addressing problems and issues at the local, state and national levels.

**NEW APPLICANTS****REQUIREMENTS**

Please complete the online application. Either attach the following electronic documents to the application, or mail hard copies to the contact below:

- Master's degree in Plant Sciences, Horticulture, Entomology, Plant Pathology, or Biosystems Engineering required. Candidates with a Ph.D. degree preferred.
- A complete application package will include a letter of interest, resume or curriculum vitae, and official or unofficial transcripts showing degree(s) conferred.

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

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Web Site: <http://utextension.tennessee.edu>

**TENNESSEE TRANSFER REQUESTS****REQUIREMENTS**

Request for transfer/reassignment 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;
- training appropriate for the assignment.

[Click here to complete a transfer request electronically.](#)

Please complete the Transfer/Reassignment form online by clicking the link above.

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