

**POSITION X1757** HRO for UTIA and HR Director, UT Extension

**LOCATION** Knoxville, Tennessee, University of Tennessee Extension - Institute of Agriculture

**EFFECTIVE DATE** February 1, 2018. Screening of applicants' credentials will begin November 20, 2017 and will continue until the position is filled.

## 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; and numerous University of Tennessee and state benefit programs, including liberal time off for holidays.

## JOB DESCRIPTION

The position supports a workforce of about 1000 UT Extension employees and 5,000 volunteers located at more than 100 offices across the state. The position includes statewide responsibilities within UT Extension and serves as a member of a leadership team with Institute-wide responsibilities as the UTIA Human Resource Officer (HRO). In total, there are about 2,500 employees in UTIA. This position requires frequent overnight travel.

## RESPONSIBILITIES

### **HR Director for UT Extension:**

- Serves as Director for the Extension Evaluation and Staff Development Department, including serving as a member of the UT Extension Administrative Team, supporting state and county advisory committees, and maintaining departmental and diversity budgets.
- Provides oversight of federal reporting; Extension Reporting and Accountability Systems; and Statewide Personnel Training and Development.
- Responsible for employment-related operations including recruitment, screening of applicants, employment process, compensation, and staff development.
- Provides oversight of employment civil rights relative to federal guidelines, including developing reporting procedures to ensure compliance and conducting educational programs and diversity training.
- Serves as Equal Employment Opportunity (EEO) and Affirmative Action Officer.
- Organizes and conducts Extension New Employee Orientation twice annually.
- Provides oversight of Employee Performance Appraisal Systems.
- Responsible for UT Extension's compliance with minors on campus policies.
- Reports to the UT Extension Dean and completes other duties as assigned.

### **HRO for the Institute of Agriculture:**

- Communicates, coordinates, and shares responsibilities with HR professionals in all four units (College of Agricultural Sciences and Natural Resources, College of Veterinary Medicine, AgResearch, and UT Extension).
- Serves as primary point of contact and works collaboratively with UT System Human Resources team.
- Serves as designated official for programs for minors for UTIA.
- Serves as a team member to plan and conduct UTIA New Employee Orientation twice annually.
- Responsible for compliance and interpretation of HR policies.
- Serves as Diversity Officer for UTIA.
- Leads initiatives for the Institute.
- Reports to the UTIA Chancellor and completes other duties as assigned.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, religion, sex, marital status, parental status, sexual orientation, gender identity, national origin, disability, age, genetic information, veteran status, or any other characteristic protected by federal or state law. 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.

## QUALIFICATIONS

**Education:** Master's degree required; Doctoral or Terminal degree preferred.

**Experience:** Requires seven years of demonstrated progressive experience in Human Resources management including leadership responsibilities. Must have HR experience, particularly in employee relations, training and workforce planning, compensation, professional development, and employment federal and state law and best practices. Must have demonstrated experience consulting and coaching employees, supervisors, and leaders. Senior-level human resources certification preferred (SPHR or SHRM-SCP). Experience with Cooperative Extension preferred.

### Desired qualifications include:

- Excellent written, oral, and technology-based communication skills.
- Ability to evaluate salary equity, organizational benchmarks, and regional or national comparative statistics.
- Excellent partnership skills and ability to lead a team.
- Commitment to affirmative action and equal employment opportunity.
- Management of departmental budgets and accounts.
- Proven leadership skills and abilities.

## REQUIREMENTS FOR APPLYING:

- Apply online for Extension Positions: [External Applicants](#)      [Internal Applicants](#)
- Attach a complete application package consisting of a 1) letter of interest and 2) a resume or curriculum vitae.

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2640 Morgan Circle    Fax:  
Knoxville, TN 37996-4500

Phone: 865-974-8460  
865-974-1068

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