

Coordinator- Program Evaluation and Reporting Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=157987>

Downloaded On: Jun. 24, 2021 3:17am

Posted Apr. 27, 2021, set to expire Aug. 27, 2021

Job Title	Coordinator- Program Evaluation and Reporting
Department	
Institution	Tuskegee University Tuskegee, Alabama
Date Posted	Apr. 27, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Food & Nutritional Science Agricultural - General
Apply Online Here	https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/coordinator-program-evaluation-and-reporting

Apply By Email

Job Description

Coordinator- Program Evaluation and Reporting

Posting Date: April 26, 2021

Posting End Date: June 30, 2021

Position: Coordinator-Program Evaluation and Reporting

Department: College of Agriculture, Environment and Nutrition Sciences/TUCEP

Status: Full Time; Exempt

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Special Qualifications

In keeping with the President's commitment to Tuskegee University demonstrating "Excellence in Every Way," the ideal Coordinator will be able to assist in the daily operations and management of the College of Agriculture, Environment and Nutrition Sciences/TUCEP and in alignment with the Office of the President.

Essential Job Duties and Responsibilities

This position seeks a highly qualified candidate for the position of Coordinator for Program Evaluation and Reporting for CAENS. This Coordinator will assist the Administrators in program evaluation through innovation, student exposure, curriculum development and evaluation, reports, and impact statements. Also, will be expected to conduct evaluations for multiple purposes and audiences on an ongoing basis to enhance the overall impact of College programs. This position is essential to the alignment of all program evaluations, resulting data, with approved USDA outcomes across the entire service region.

The successful candidate will:

Provide leadership and assist researchers with an evaluation of community-related research and extension projects

Stay current with USDA/NIFA reporting and evaluation requirements to align program reporting and evaluation

Assist with supervising undergraduate and graduate students on various research projects

Design and implement needs assessments to assist Faculty and Staff with Program Development

Provide evaluation design and impact statement development for CAENS/TUCEP Programming

Assist research scientists with developing surveys, IRB processes, and general management of food, ecosystem, and health system assessments

Provide on farm and field assistance to limited resource farmers in the counties

Perform yearly Economic Impact Assessments of CAENS, GWCAES, and TUCEP

Participate in CAENS and other Departmental activities

Perform other related duties as assigned

Qualifications

PhD degree in related Agricultural, Environmental or Nutrition Sciences/Education or a closely related area

Demonstrated success in delivering community-based and/or science-based non-formal educational



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programs that reach diverse (racial, ethnic, limited resource, etc.) audiences and communities
Strong interpersonal and problem-solving skills in a team setting
Knowledge and skills to effectively interact with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity
Demonstrated ability to evaluate interdisciplinary and integrative programs
Demonstrated leadership in assisting and mentoring Extension and Outreach staff

Salary

Commensurate with education, training, and experience

**The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. **

APPLICATIONS will be accepted in the Office of Human Resources. Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of (3) to (5) references (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Office of Human Resources
Attn: Employment/Recruitment
1200 West Montgomery Road
101 Kresge Center
Tuskegee University
Tuskegee, Alabama 36088
Email Address: employment@tuskegee.edu Fax: 334-724-4319

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment.

Must be able to pass a drug screen and background check.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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