

Coordinator for Family, Home, and Consumer  
Science/Health and Wellness  
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=158029>

Downloaded On: Jun. 24, 2021 3:10am

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

<b>Job Title</b>	Coordinator for Family, Home, and Consumer Science/Health and Wellness
<b>Department</b>	
<b>Institution</b>	Tuskegee University Tuskegee, Alabama
<b>Date Posted</b>	Apr. 27, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Agricultural Extension
<b>Job Website</b>	<a href="https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/coordinator-for-family-home-and-consumer-sciencehealth-and-wellness">https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/coordinator-for-family-home-and-consumer-sciencehealth-and-wellness</a>

**Apply By Email**

**Job Description**

**Special Qualifications**

In keeping with the President's commitment to Tuskegee University becoming an "Outcomes-Oriented University," the ideal Coordinator for Family, Home, and Consumer Science/Health and Wellness will possess the willingness to use their expertise to assist in the university's efforts to be a sustainable academic organization committed to excellence.

**Essential Job Duties and Responsibilities**

This position seeks a highly-qualified candidate for the position of Coordinator for Family, Home, Youth, and Consumer Science/Health and Wellness. The Coordinator will oversee all of the duties of providing direct assistance to County Agents in all of the counties within the specified service area of

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TUCEP for programming in Family, Home, and Consumer Sciences, Public Health, Nutrition and Wellness. Additionally, this position will provide service with faculty, agents, resource specialists, and interns to plan, implement, and report activities for TUCEP. This position is essential to the alignment of all programs delivered in all 20 plus counties served are aligned with accepted USDA outputs and outcomes, as well as other USDA designated regulations.

The successful candidate will:

Participate in meetings and conferences at the local, state, national, and international levels as requested/approved by the Associate Dean for Extension and Dean CAENS

Provide leadership in planning, monitoring, and evaluation of Extension and related programs in Agriculture and Natural Resources

Provide information and support to faculty, resource specialists, and agents as relates to Agriculture and Natural Resources program development, implementation, and assessment

Develop Tuskegee University and State partnerships to provide more impact in Agriculture and Natural Resources

Provide facilitative leadership in evaluation of Extension program areas and related academic departments

Provide technical assistance to CAENS and Cooperative Extension colleagues in program design, curriculum development; Extension publication/fact sheet generation; evaluation planning and design; and, data collection and analysis methods.

Conducts evaluations for multiple purposes and audiences on an ongoing basis.

Assist in developing and providing various professional development experiences (i.e., New Extension professional orientation, core training, and in-service training) in Agriculture and Natural Resources

Cooperate with CAENS/Extension personnel to develop strong, integrated Extension programs.

Serve as a productive, member of the TUCE Program and Staff Development Team

Develop and submit grant proposals consistent with and in support of Extension's mission

Other duties as assigned by the Extension Administrator or Associate Dean for Extension

#### Qualifications

MS degree in related Agricultural or Environmental Sciences, or a closely related area

Ten or more years of demonstrated ability to organize interdisciplinary and integrative programs

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

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disability, sexual orientation, and other aspects of human diversity  
Demonstrated leadership in assisting and organizing Extension and Outreach staff

**Salary**

Commensurate with education, training, and experience

**Additional Position Information:**

This position require weekend and after work hours' job responsibilities, sometimes depending on assignments

This position require you to travel local (mainly) and out-of-state (sometimes)

This position funded through restricted outside funding

**\*\*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.

**Contact Information**

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

**Contact**