

Extension Associate (Program Evaluator)
LSU AgCenter

Direct Link: <https://www.AcademicKeys.com/r?job=253825>

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Posted Feb. 27, 2025, set to expire Nov. 9, 2025

Job Title	Extension Associate (Program Evaluator)
Department	East Baton Rouge Parish
Institution	LSU AgCenter Baton Rouge, Louisiana
Date Posted	Feb. 27, 2025
Application Deadline	Mar. 14, 2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Agricultural - General
Apply Online Here	https://lsu.wd1.myworkdayjobs.com/LSU
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Job Description	

POSITION VACANCY ANNOUNCEMENT

Job Description

(This is a 100% grant-funded, non-tenure track position. Funding must be available for any continuation of appointment.)

Work Location:LSU AgCenter School of Nutrition and Food Sciences, Knapp Hall, Baton Rouge, Louisiana. The Extension Associate's office will be in Baton Rouge on the LSU campus.

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Position Description: The LSU AgCenter SNAP-Ed (Supplemental Nutrition Assistance Program Education) Program uses research-based approaches to make healthy diet and lifestyle choices easier for SNAP recipients and other low-income audiences in 40 parishes across the state. Local LSU AgCenter SNAP-Ed staff offer interactive lessons, community-based programs, and health-focused coalitions and workgroups. Through these efforts, they teach citizens throughout the state how to eat healthy, stay physically active, and manage food dollars. Field faculty and staff also work with local communities to make healthy choices easier by improving places where people live, work, learn, pray, and play.

The SNAP-Ed Program Evaluator will:

- Plan, direct and manager all evaluation activities for the LSU AgCenter SNAP-Ed program.
- Monitor and manage the SNAP-Ed reporting application, including maintenance, staff training, and report generation for annual reports and performance evaluations.
- Identify, troubleshoot, and work with Information Technology to address reporting challenges
- Manage state-level SNAP-Ed program performance data.
- Provide evaluation support to SNAP-Ed field faculty and staff.
- Lead development of annual SNAP-Ed evaluation plan.
- Conduct annual *evaluation trainings* for SNAP-Ed field faculty and paraprofessionals.
- Conduct annual SNAP-Ed *reporting trainings*(paper forms, Dynamics).
- Conduct initial evaluation and reporting onboarding with each *new* SNAP-Ed field faculty member.
- Hold regular, monthly virtual SNAP-Ed evaluation and reporting office hours.
- Travel to the SNAP-Ed parishes for evaluation and data collection purposes regularly and as needed.
- Use both quantitative and qualitative evaluation methods to develop or revise evaluation instruments for use with SNAP-Ed interventions.
- Statistically analyze evaluation data for SNAP-Ed direct education and public health interventions
- Develop annual SNAP-Ed evaluation report.
- Report SNAP-Ed data to Communication Manager for the development of SNAP-Ed infographic
- Lead or assist in the development of peer reviewed manuscripts for SNAP-Ed-related evaluation and research as needed.

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The Program Evaluator must be willing to maintain professional competence as a faculty member of the LSU AgCenter. Coordination and collaboration with other LSU AgCenter Extension faculty will be essential. This position may require overnight travel and work on evenings and weekends. The Program Evaluator is expected to perform other tasks as assigned by supervisor as necessary for the grant funds.

Qualification Requirements: Minimum of Bachelors degree, but Master's degree preferred in nutrition, public health, health education, kinesiology or related degree. Degree may be in different areas, but candidate should have prior program evaluation experience, especially with an understanding of evaluating multi-level obesity or chronic disease prevention programs. The ability to effectively communicate verbally and in written form with a variety of audiences is required. Ability to work with and through others is essential. Must exhibit initiative and resourcefulness and work cooperatively in a team environment.

LSU and the AgCenter are dedicated to fostering an environment where our employees feel appreciated for their skills and individual qualifications. If a candidate does not meet the minimum qualifications listed but has other qualifications or substantial experience related to the key responsibilities, we encourage them to apply (per La. RS 42:36).

Salary and Benefits: Salary will be commensurate with education and experience. The LSU AgCenter has an attractive benefits package with a wide variety of benefit options. Benefits offered include retirement, multiple medical insurance options, supplemental insurances (dental, life, long-term disability, accident, vision, long-term care, etc.), Tax Saver Flexible Benefits Plan (saves tax dollars on some child care and medical expenses), university holidays (14 per year, typically includes a week off at Christmas), generous annual (vacation) and sick leave benefits, Employee Assistance Program, and possible educational leave and tuition exemption for coursework at campuses of the LSU System. Specific benefits depend on job category, percent effort, and length of employment.



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Conditions of Employment: A personal automobile, appropriate insurance coverage, and a cellular phone is required (travel allowance provided).

Application Deadline: March 14, 2025 or until a suitable candidate is identified

Application Procedure: Qualified candidates must apply online at <https://lsu.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching file(s) containing a curriculum vita, a letter of application, official university transcripts, and two letters of reference. Questions about the online application system should be directed to the HRM Office at 225/578-0324. (Paper, faxed, or emailed application materials will not be accepted.) In lieu of attaching the letters of reference, they may be sent directly to:

Denise Holston, PhD, RDN, LDN

School of Nutrition and Food Sciences

Louisiana State University Agricultural Center

201 Knapp Hall

Baton Rouge, LA 70803

Phone: (225) 578-4573; Fax: (225) 578-4443

Email: dholston@agcenter.lsu.edu

Web site: www.lsuagcenter.com

The Louisiana Cooperative Extension Service is an Equal Opportunity Employer, and applications will be accepted without regard to race, religion, color, sex, national origin, age or disability. Information on Equal Employment can be obtained from the EEO and Civil Rights Coordinator, 103 J. Norman



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Efferson Hall, LSU AgCenter, Baton Rouge, LA 70803. Phone 225.578.2258. It is the policy of the Louisiana Cooperative Extension Service to employ only United States citizens or aliens lawfully authorized to work in the United States.

The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment. An Equal Opportunity Employer.

Contact Information

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

Contact