

**Coordinator, Assessment
Alcorn State University**

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Posted Jun. 11, 2024, set to expire May 10, 2025

Job Title	Coordinator, Assessment
Department	College of Agriculture and Applied Sciences
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Jun. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate Professional Staff
Academic Field(s)	Social Sciences - General Research Methods/Data Analysis
Job Website	https://jobopps.alcorn.edu/postings/7164

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Job Description

The SNAP-Ed program assessment coordinator plays a crucial role in research design, collecting, analyzing, and reporting data on the effectiveness of SNAP-Ed interventions. Key responsibilities include developing robust evaluation plans, overseeing data collection, ensuring data accuracy, analyzing data, and preparing reports to guide program improvement and communicate impact.



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Knowledge Skills and Abilities

- Comprehensive understanding of SNAP-Ed components, programs, and processes
- Proficiency with key concepts and tools of program assessment and reporting.
- Hands on knowledge in data analytics and the use of data management tools.
- Skills to create databases and securely store all program related data and a nonnegotiable commitment to do the same.
- Ability to model complex phenomena and a fascination with finding insights from data.
- Strong organizational skills, attention to detail, and ability to work independently and collaboratively.
- Proposal and report writing skills appropriate for the SNAP-Ed program.
- Excellent written and verbal communication skills.

Essential Job Functions

- Develops and implements robust evaluation plans to measure the effectiveness of SNAP-Ed interventions, aligning methods with the academic direction set by the program leadership.
- Oversees the collection of qualitative and quantitative data, ensuring accuracy and completeness.
- Analyzes data, draws insights, and prepares reports to guide program improvement and communicate impact.
- Expert level use of NPEARS and PEARS reporting systems, among other assessment related software tools.
- Use of effective means of communication, including web and social media communication, to engage with the stakeholders and communicate findings and other program related information.

Qualifications

- Master's degree in a social science or closely related field, preferably with some coursework in research methods.
- At least one year leadership experience in professional settings where data was gathered, analyzed, drawn conclusions, and applied in decision situations.
- Hands on experience in the assessment of outcomes related to change interventions.



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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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