

Project Evaluator Alcorn State University

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

Job Title	Project Evaluator
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	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://jobopps.alcorn.edu/postings/7165

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Job Description

The incumbent is responsible for the evaluation of USDA federal funded projects. He/she develops questionnaires, surveys and conducts participatory, formative, and summative evaluations at the end of each educational meeting/workshop, mid-year (cumulative evaluation) and end-of-year (summative evaluations) to determine program effectiveness.

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Knowledge Skills and Abilities

- Knowledge of program evaluation and development.
- Strong management skills and interpersonal skills.
- Excellent communication skills, verbal, written, and interpersonal Excellent time and project management skills.
- Good computer operation skills.
- Ability to work independently and effectively in teams.
- Ability to evaluate diverse populations.
- Ability to exercise sound judgment with a professional presence and strong decision-making skills.
- Leadership ability

Essential Job Functions

- Prepares evaluation instruments to summarize the outcomes, target numbers, and evaluation methods for assigned projects at Alcorn State University.
- Participates in monthly reporting and conference calls to assure tasks are being fulfilled.
- Prepares reports, to include evaluations findings.
- Work closely with the Project Director and Co Project Director.
- Other duties as assigned

Qualifications

- Master's degree in related field
- Five (5) years' experience in project evaluation

Contact Information

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

Contact



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