****

**Institute, West Virginia**

**Job Title: Extension Specialist, Program Development and Evaluation Specialist**

**Department: Cooperative Extension Service**

**Reports To: Assistant Dean/Assistant Director for Extension**

**FLSA Status: Exempt**

**Office Location: Institute, WV**

**Job Summary**

The full-time Extension Specialist, Program Development and Evaluation Specialist is responsible for assisting Extension staff with designing, implementing, and evaluating educational programs. The incumbent will be responsible for compiling the National Institute of Food and Agriculture (NIFA) Accomplishment Report and Plan of Work and other local, state, regional, and national reports. Also, the incumbent will assist the Director of Strategic Operations with Civil Rights compliance procedures. This position is employed by the West Virginia State University Research & Development Corporation.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

* Conduct training for Extension staff related to program design, implementation, and evaluation.
* Conduct training for Extension staff related to writing success stories and impact statements.
* Assist Extension staff with developing needs assessments.
* Develop and implement standard program evaluation protocols for WVSU Extension.
* Compile the NIFA Accomplishment Report and Plan of Work.
* Assist administration with preparation of data requested by the United States Department of Agriculture (USDA) Civil Rights compliance audits.
* Serve on state, regional, and national committees related to subject area.
* Participate in relevant professional development opportunities.
* Other duties as assigned.

**Required and Desired Skills and Traits**

* Strong written and oral communication skills
* Demonstrated ability to positively engage with faculty, staff, students, and external constituents
* Use Microsoft Word, Excel, and other computer software
* Ability to interpret and presented data
* Ability to communicate technical concepts and ideas to individuals and groups

**Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets, and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 AM to 5 PM. Summer Schedule is Monday through Friday 8:00 AM to 4:00 PM. However, due to the nature of work performed, flexible hours, including evenings, weekends and occasional overnights are required.

**Travel**

This position will require state-wide travel and occasional out-of-state travel to attend conferences and professional development activities.

**Required Education and Experience**

An earned Masters degree from an accredited institution of higher education in the field of adult education, agricultural and extension education, education administration, or evaluation and assessment.

**Additional Eligibility Qualifications**

To perform this job successfully, the individual should have excellent people skills and must be able to perform each essential duty satisfactorily.

**Other Duties as Assigned**

This is not an exhaustive list of job responsibilities. Other duties may be assigned based on the needs of the position.

**Work Authorization/Security Clearance**

This position is designated as security-sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a criminal background check, educational, DMV and prior employment.

**To Apply**

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu). Qualified candidates should submit a cover letter, resume, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

**Closing Date**

This position will remain open until filled. However, first consideration will be given to applicants who apply by May 1, 2024.

**Hard Copy Application**

ATTN: Search Committee for Extension Educator Agriculture and Natural Resources

West Virginia State University Research and Development Corporation

PO Box 1000, 201 Byers Admin. Bldg.

Institute, WV 25112

**AAP/EEO Statement**

West Virginia State University is an equal opportunity affirmative action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status.

West Virginia State University is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities. To request disability accommodation contact: Michael Casey or email: [ada@wvstateu.edu](mailto:ada@wvstateu.edu).

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state, and local law, or arising under Title IX should be directed to Carolyn Stuart, EEO Officer, at (304) 204-4018.

**Women, minorities, people with disabilities and veterans are encouraged to apply.**