



## MSU EXTENSION

## Position Information

## Position Title

Extension Specialist

## Salary

Commensurate with education and experience

## Benefits

Comprehensive benefits package:  
<https://www.hr.msu.edu/benefits/index.html>

## Location

East Lansing, MI

## To Apply

## Current MSU Employees:

Access the EBS portal. Under the My Career and Training section, select the Careers @ MSU tile to view Internal Job Postings.

## External Applicants:

Visit <http://careers.msu.edu>

## Posting Number:

640296

## Application Deadline:

4/20/2020

## Contact for Questions

[msue.hr@msu.edu](mailto:msue.hr@msu.edu)

## Extension Program Evaluation Specialist

## Position Overview

As a member MSU Extension's organizational development team, the Extension program evaluation specialist will develop and implement a comprehensive plan to build capacity for evaluating programs for short- and long-term impact and building MSU Extension's evidence base and scholarly reputation across local, national and international settings. This position serves as a resource in designing and evaluating measurable outcomes, while working with institute leadership, district directors, educators, faculty and staff.

In this role, you will collaborate with MSUE work teams to develop logic model objectives and evaluation strategies, assessment instruments and impact reports, while consulting on evaluation designs for statewide institute program evaluations. You will be responsible for (1) assisting staff and educators in evaluation design that facilitates proper analysis, including guidance in selecting existing valid measures; (2) serving as a resource and referral on the Institutional Review Board (IRB) process; (3) development and delivery of educational programs related to Extension program development and evaluation, utilizing a variety of delivery methods, including distance technology, and providing resources in web format; (4) serving as a resource on evaluation design as a pre-award function of grant proposals; (5) serving as a resource and referral to Extension evaluation resources regionally and nationwide; and (6) developing scholarly activity including publishing in peer-reviewed journals, acquiring funding to support projects, presenting your research in local, national and international research settings, and designing webinars to disseminate MSU Extension evaluation methods and findings.

## Qualifications

**Minimum Qualifications** (see full description for complete list of requirements)

- Master's degree in Evaluation, Education, Human or Agricultural Sciences, Epidemiology, Public Health, Psychology or related field.

**Desired Qualifications**

- Ph.D in Program Evaluation, Education, Epidemiology, Human or Agricultural Sciences, Public Health, Psychology or related field.
- 3-years' experience in program development, or demonstrated ability and skill in educational program planning, implementation and evaluation.

## Application Process

To view the full position description and required qualifications, please visit the applicable Michigan State University careers page (internal candidate or external candidate) as noted under the To Apply section. **Search for posting number 640296 using the Job Search field.**

Applicants are asked to provide a current resume, cover letter and four (4) professional references including email addresses.

**Application deadline is April 20, 2020.**

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. MSU is committed to achieving excellence through cultural diversity. Persons with disabilities have the right to request and receive reasonable accommodations. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.