

**Manager, Project**  
**Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=237367>

Downloaded On: Dec. 26, 2024 5:55am

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

<b>Job Title</b>	Manager, Project
<b>Department</b>	College of Agriculture and Applied Sciences
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Jun. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Social Work Health Sciences - General
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7163">https://jobopps.alcorn.edu/postings/7163</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The incumbent will be responsible for coordinating the effective operation and ensuring the timely execution of the SNAP-Ed program goals, applying sound management principles and best practices.



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### Knowledge Skills and Abilities

- Comprehensive understanding of SNAP-Ed educational components, programs, and processes, including the program's objectives, target audience, and delivery methods.
- Strong organizational skills and keen attention to detail, enabling effective project management and the ability to work independently and collaboratively within a team.
- Proficient in using productivity tools such as Microsoft Office Suite (Word, Excel, PowerPoint) and project management software to streamline workflows and enhance team collaboration.
- Data leadership skills to analyze program data, derive meaningful insights, and translate these into managerial actions.
- Excellent communication skills, allowing for clear and concise dissemination of information to various stakeholders, including program participants, team members, and funding agencies.
- Strong interpersonal skills and the ability to build and maintain positive relationships with diverse stakeholders, including community partners, government agencies, and program participants.

### Essential Job Functions

- Develops and implements comprehensive project plans, monitors progress, and utilizes project management tools to ensure successful completion of SNAP-Ed initiatives.
- Collaborates with internal teams and external partners, builds strong relationships, and communicates project updates to stakeholders.
- Keep records of project budgets, monitors expenditures and the allocation of resources to ensure financial stability and optimize utilization.

### Qualifications

- Master's degree in a social science, healthcare, or management related field; bachelor's degree with at least 3 years of progressive supervisory work experience in closely related fields may also be considered.
- Three or more years of experience leading people intensive team-oriented projects. Hands on experience working with program assessment, data analytics, and project management tools.
- Experience with using social media and web tools to communicate effectively.



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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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