

Manager, Project
Alcorn State University

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

Job Title	Manager, Project
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)	Social Work Health Sciences - General
Job Website	https://jobopps.alcorn.edu/postings/7163
Apply By Email	
Job Description	

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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