

CORNELL UNIVERSITY
STAFF POSITION DESCRIPTION

Date: April 2018

The university job title classification will be determined in accordance with the Position Classification process.

*Please refer to **Preparing the Staff Position Description prior to completing this document.***

Current Incumbent, if any: _____	Position #: <u>00136668</u>
University Job Title: <u>Extension Support Specialist II</u>	Pay Band: <u>F</u>
Working Title (if different): <u>Program Evaluation Specialist</u>	Exempt: <input checked="" type="checkbox"/> Nonexempt: <input type="checkbox"/>
Department Name: <u>Northeastern Integrated Pest Management Center</u>	Dept Code: <u>117</u>

Immediate Supervisor's Name and University Job Title: _____

POSITION SUMMARY and PREFERRED QUALIFICATIONS are combined for any associated posting.

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities.

The Northeastern Integrated Pest Management Center (NortheastIPM.org) supports Integrated Pest Management (IPM) projects in agricultural and community settings that promote environmental, human health, and economic benefits. Based in at Cornell University in Ithaca, New York, the Center encourages multistate, cross-disciplinary connections that build partnerships and strengthen public and private IPM programs in a 12-state region. Staff members work as a team on IPM training, outreach, networking, proposal writing and documenting impacts.

Under the general direction of the NEIPM Director, the following are the duties of the Program/Evaluation Specialist: Lead the evaluation and data collection activities for the NEIPM Center. Assist Director and IPM state coordinators in developing and implementing project evaluations. Participate in the grant review process by providing evaluation support to potential grantees and reviewing the evaluation plans. Lead efforts in managing the required collection of standardized metrics for funded projects. Analyze, aggregate and report on data that is collected. Ensure that feedback from stakeholders is considered and that the data reported is relevant. Communicate the projects of the NEIPM Center to various groups. Participate in continuous learning and specialized training in related areas to enhance professional knowledge and skills.

This position is part time (32 hours / week) and will be located in Ithaca, New York. This is a one-year appointment with possible extension depending on funding and performance.

REQUIRED QUALIFICATIONS: Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

- Bachelor's degree and 3+ years of experience in program evaluation or equivalent combination of education and experience.
- Creativity, positive energy, motivation and enthusiasm.
- Strong communication skills (both verbal and written).
- Experience conducting program evaluations and working with program staff.
- Ability to design and conduct focus groups, interview and surveys to evaluate the needs, preferences and accomplishments of stakeholders.
- Experience with assessing research, education and extension programs in nonprofits and universities.
- Knowledge of Statistical Package for the Social Sciences (SPSS) or other similar statistical software to understand quantitative data collection and statistical analysis.
- Fundamental competence utilizing current technology as a management and program delivery tool (PowerPoint, Word).
- Proven organization and time-management skills.
- Strong interpersonal skills with proven ability to work with diverse audiences in group and one-on-one settings. Knowledge of qualitative data collection and textual analysis.
- Must be able to meet the travel requirements of the position, and have reliable transportation as well as have and maintain a valid and unrestricted New York State driver's license.
- Ability to implement evaluation results.
- Effective leadership and teamwork skills.
- Must exercise sound and ethical judgment when acting on behalf of the University.

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field and/or certifications.

- Master's degree with coursework in assessment, evaluation, planning, statistics, economics or a related field.
- Five years relevant experience in current and emerging assessment practices.
- Familiarity with Integrated Pest Management, or pests (weeds, diseases, insects).
- Commitment to the philosophy and objectives of Cornell Cooperative Extension.
- Appreciation of IPM as an effective management tool.



Cornell University

Skills for Success

(The following skills are essential for individual and organizational success)

SKILLS

EXAMPLES OF DEMONSTRATED BEHAVIOR

Inclusiveness

- Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation
- Promotes cooperation and a welcoming environment for all
- Works to understand the perspectives brought by all individuals
- Pursues knowledge of diversity and inclusiveness

Adaptability

- Is flexible, open and receptive to new ideas and approaches
- Adapts to changing priorities, situations and demands
- Handles multiple tasks and priorities
- Modifies one's preferred way of doing things

Self Development

- Enhances personal knowledge, skills, and abilities
- Anticipates and adapts to technological advances as needed
- Seeks opportunities for continuous learning
- Seeks and acts upon performance feedback

Communication

- Demonstrates the ability to express thoughts clearly, both orally and in writing
- Demonstrates effective listening skills
- Shares knowledge and information
- Asks questions and offers input for positive results

Teamwork

- Builds working relationships to solve problems and achieve common goals
- Demonstrates sensitivity to the needs of others
- Offers assistance, support, and feedback to others
- Works effectively and cooperatively with others

Service-Minded

- Is approachable/accessible to others
- Reaches out to be helpful in a timely and responsive manner
- Strives to satisfy one's external and/or internal customers
- Is diplomatic, courteous, and welcoming

Stewardship

- Demonstrates accountability in all work responsibilities
- Exercises sound and ethical judgment when acting on behalf of the university
- Exercises appropriate confidentiality in all aspects of work
- Shows commitment to work and to consequences of own actions

Motivation

- Shows initiative, anticipates needs and takes actions
- Demonstrates innovation, creativity and informed risk-taking
- Engages in problem-solving; suggests ways to improve performance and be more efficient
- Strives to achieve individual, unit, and university goals

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.

	Approximate % of time, Annualized
<p><u>Program Evaluation:</u></p> <ul style="list-style-type: none"> • Lead the evaluation and data collection activities for the NEIPM Center, assist Director and IPM state coordinators in developing and implementing project evaluations. • Manage the required collection of standardized metrics for funded projects by working with the NEIPM Center leadership and project directors. • Analyze, aggregate and report on data that are collected. • Develop tools to evaluate IPM in the participating affordable housing communities participating in the center's "promoting IPM in Affordable Housing" grant project; gather the data needed to assess a return on investment (ROI) of the NEIPM Center's efforts. • Determine performance indicators for successful implementation of IPM (include team input). • Assess elements of each participating affordable housing provider's program to determine whether IPM was successfully implemented (include team input). • Work with the NEIPM Center staff to ensure that systems (such as Project and Proposal Reporting System) are providing the data that is needed for impact evaluation. • Collaborate with other evaluation staff in the regions by developing and implementing an annual growers' survey. • Work with project directors to conduct an enhanced evaluation of selected NEIPM Center grants. • Assist state NEIPM coordinators in developing their project evaluation plans when requested. • Review all evaluation plans for funded projects; work with each project director to ensure they have the tools to effectively evaluate their funded project. • Evaluate the needs of growers in the Northeast as it relates to the <i>Brown Marmorated Stink Bug</i> Project and other new and emerging pests, and provide data to assist in aligning outreach to stakeholder needs. 	35%
<p><u>Evaluate and Report on Program Impacts:</u></p> <ul style="list-style-type: none"> • Ensure that feedback from stakeholders is considered and that the data reported is relevant. • Analyze the training evaluation from housing providers in preparation for interim and final reports. • Analyze the data collected from housing sites participating in the "Promoting IPM in Affordable Housing" grant (StopPests); report findings by working with StopPests staff to determine the practical implications of findings. • Review reports and analyze projects funded by the NEIPM Center to determine trends, successes, and impacts on human health, economics and the environment. • Contribute to the final report on the StopPests project. • Analyze the data and report findings (from the annual growers' survey); utilize these findings to inform the Center's work and priorities. • Develop social network surveys; analyze the data for all funded Center working groups. • Contribute to the NEIPM Center's outreach effort for the <i>Brown Marmorate Stink Bug (BMSB) Project</i> and other new and emerging pests by collecting and reporting survey data and using this data to align to the stakeholder needs and help team members assess impact. 	25%
<p><u>Outreach and Consultation:</u></p> <ul style="list-style-type: none"> • Communicate the projects of the NEIPM Center to various groups. • Attend conferences to interact with and survey stakeholders while promoting the work of the Northeastern IPM Center (approximately four times per year). • Develop and contribute to articles and press releases. • Communicate report findings to key stakeholders, funding organizations and policy makers. • Work closely with staff to appropriately target writing style, format and outlets such as websites, blogs and Twitter to targeted communities. • Lead routine reporting of impacts to specific funders. • Work with the webmaster and other staff to assess the impact of the NEIPM Center's outreach to 	20%

<p>stakeholders through the website, newsletter, Facebook, Twitter and other venues.</p> <ul style="list-style-type: none"> • Provide advice to principal investigators affiliated with the NEIPM Center (primarily through proposals and reporting requirements) about impact evaluation methods and ways to use impact evaluation to strengthen their grant proposals and reports; work with the NEIPM Center's Grants and Partnerships Coordinator. • Communicate the impacts in reports, grant applications, and communications by the Center. 	
<p><u>Program Development:</u></p> <ul style="list-style-type: none"> • Participate in the grant review process by providing evaluation support to potential grantees and reviewing the evaluation plans • Contribute to the NEIPM Center's strategic planning. • Assess the coherence between objectives in the Center's proposals and the daily activities of the Center staff (with guidance). • Plan ways to bridge any gaps and strengthen existing programming. • Assist with planning the NEIPM Center's Advisory Council annual meeting and tour. 	10%
<p><u>Personal and Professional Development:</u></p> <ul style="list-style-type: none"> • Seek out and attend educational seminars, training meetings, and research conferences as required by supervisor. • Continuously maintain all required educational and position qualifications to fulfill job requirements. • Participate in continuous learning and specialized training in related areas to enhance professional knowledge and skills. 	5%
<p><u>Other:</u></p> <ul style="list-style-type: none"> • Assist with screening and hiring NEIPM Center personnel. • Perform other duties as assigned. 	5%

TOTAL 100%

ADDITIONAL COMMENTS: USE EXTRA PAGES IF NECESSARY.

FOR EACH FACTOR BELOW, CHECK THE PHRASE THAT BEST FITS THE CHARACTERISTICS OF THIS POSITION

Please double-click the appropriate box and then choose the option "Checked".

MINIMUM EDUCATION EQUIVALENCY:

- High School Diploma
- Training 6 months to 1 year, technical trade-no degree
- Associate's Degree
- Bachelor's Degree
- Training beyond Bachelor's, less than Master's Degree
- Master's Degree
- PhD/EdD/JD/ or LLB
- MD/DVM

MINIMUM JOB-RELATED EXPERIENCE:

- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- 4 to 5 years
- 5 to 7 years
- 7 but less than 10 years
- More than 10 years

ACCOUNTABILITY THROUGH SCOPE OF IMPACT:

- Limited; immediate group/department
- Moderate; beyond the department
- Substantial; beyond college/admin unit
- Significant; beyond university

INTERACTION WITHIN UNIVERSITY:

- Receive/provide information
- Assist others; provide/obtain cooperation
- Provide guidance/coordinate activities/contribute to work groups
- Coordinate major activities/sensitive situations
- High level interaction; considerable diversity, highly sensitive and/or confidential

INTERACTION WITH STUDENTS:

- None to limited
- Occasional; provide information
- Frequent; provide advice on complex issues or provide instruction on more complex equipment

INTERACTION OUTSIDE UNIVERSITY:

- Limited
- Conduct straightforward business; provide information
- Conduct complex business; provide/receive/analyze/develop guidance and advice
- Develop/make presentations and negotiate

DIRECTING OTHERS:

- No responsibility for others
- Occasional guidance to co-workers
- Supervises others who perform similar work
- Supervises, assigns and reviews work of others
- Manages supervisors
- Broadly directs managers

COMPLEXITY OF WORK / DECISION-MAKING:

- Predominantly follows established procedures, practice, policy; makes routine decisions within prescribed limits
- Occasionally adapts procedures to resolve unusual cases; make some decisions requiring consideration of criteria
- Frequently adapts procedures to resolve questionable cases; often makes decisions requiring consideration of criteria
- Occasionally develops practice, suggests policy changes to resolve difficult cases
- Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and address emerging organizational change
- Regularly develops policy to address organizational change; regularly makes policy-setting decisions

SCOPE OF DECISION-MAKING ACTIVITY:

- Functional area within department or minimal student/employee effect
- Multiple functional areas with limited student/employee effect
- Entire department or moderate student/employee effect
- Several departments or significant student/employee effect

DIRECTION RECEIVED:

- Detailed instructions or guided by standard policy/procedure
- General Supervision
- Very general direction
- Little guidance; considerable latitude for exercising judgment and self-direction

SUPPORT SKILLS-WRITING

- Limited writing required
- Usually issues standard responses
- Frequently writes non-standard responses
- Frequently writes extensive, non-standard responses based on specialized knowledge, interpretation of data and/or research

SUPPORT SKILLS-COMPUTER

- Limited use of computers; uses basic communication and time-collection tools
- Uses basic business/technical programs/applications to perform responsibilities
- Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis
- Uses a wide-variety of advanced and complex business/technical programs/applications to manage data, systems, and information technology infrastructure; applies programming skills
- Applies advanced programming skills for wide-variety of advanced and complex business/technical programs/applications to refine/develop systems, information technology, and data infrastructures.

WORKING CONDITIONS

ESSENTIAL PHYSICAL REQUIREMENTS*

- Typically lifts less than 10 lbs
- Typically lifts 10 to 20 lbs
- Typically lifts 20 to 50 lbs
- Typically lifts more than 50 lbs

VISUAL

- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

HAZARDS

- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

* Check applicable level after considering reasonable accommodations.

Revised 7/03