

## EFNEP Supervisor / Research Associate I, II, III

### Posting Details

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#### Posting Detail Information

<b>Working Title</b>	EFNEP Supervisor / Research Associate I, II, III
<b>Position Location</b>	Fort Collins, CO
<b>Research Professional Position</b>	No
<b>Posting Number</b>	202200526AP
<b>Position Type</b>	Admin Professional/ Research Professional
<b>Classification Title</b>	Research Associate II
<b>Number of Vacancies</b>	1
<b>Work Hours/Week</b>	40
<b>Proposed Annual Salary Range</b>	48,000-68,000
<b>Employee Benefits</b>	<p>Colorado State University (CSU) is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for permanent full-time and part-time faculty and administrative professional employees in the following University benefit areas: <a href="https://hr.colostate.edu/hr-community-and-supervisors/benefits/benefits-eligibility/">https://hr.colostate.edu/hr-community-and-supervisors/benefits/benefits-eligibility/</a> &amp; <a href="https://hr.colostate.edu/prospective-employees/our-perks/">https://hr.colostate.edu/prospective-employees/our-perks/</a>.</p>
<b>Desired Start Date</b>	05/15/2022
<b>Position End Date (if temporary)</b>	
<b>To ensure full consideration, applications must be received by 11:59pm (MT) on</b>	04/25/2022
<b>Description of Work Unit</b>	<p>The Department of Food Science and Human Nutrition has 27 faculty members and 12 research associates and administrative staff, ~500 undergraduate students and offers undergraduate degrees in Nutrition and Food Science, Hospitality Management and Fermentation Science and Technology. The department also offers MS and PhD degrees in Nutrition Science, Community Nutrition and Food Science and Safety and currently has ~35 graduate students. Department research is supported by federal grants from NIH, USDA, foundations, industry and two endowments that support a faculty chair and the Lillian Fountain-Smith Nutrition Conference hosted by the department. Research has focused on childhood obesity, community nutrition among limited resource audiences, molecular and metabolic nutrition targeted at chronic disease prevention, bioactive food components, and food safety. The department's Extension faculty is responsible for numerous creative, high impact educational and engagement programs throughout the state, including EFNEP. A MPH program focus area in Public Health Nutrition within the School of Public Health provides new collaborative opportunities. The department offers an accredited B.S. dietetics program and an M.S. coordinated dietetic internship program. With the overall growth in the department, faculty and student diversity has increased. The department especially encourages those to apply who are eager to teach, conduct research, and advise in an environment committed to diversity.</p>
<b>Position Summary</b>	<p>The EFNEP Supervisor/Research Associate I/II/III contributes to the development and implementation of staff development for EFNEP peer educators as well as the development and maintenance of curriculum and program materials. This position is housed in the Department of Food Science and Human Nutrition on Colorado State University's main campus in Fort Collins</p>

and serves as an EFNEP Supervisor and Project Manager for EFNEP related research projects. A successful candidate will bring experience that provided evidence of drive and initiative; the individual in this position must be a self-starter. EFNEP Supervisor responsibilities include providing direct supervision for EFNEP peer educators in multiple Colorado counties delivering state-approved educational programs following EFNEP program guidelines to ensure program fidelity and success and building successful and sustainable relationships with professionals from agencies such as WIC, SNAP, TANF, public housing, K12 schools, and others, to establish EFNEP recruitment and teaching opportunities. The Research Project Manager responsibilities include monitoring the implementation of research project protocols and data collection. This position supports the EFNEP Coordinator with records and reporting, manuscript writing and submission, grant writing and submission, and other duties as assigned.

The classification of Research Associate I, II, or III will be determined by qualifications and experience. Successful Research Associate I candidates will meet all required qualifications. Successful Research Associate II candidates will meet all required qualifications, have a master's degree with an emphasis in human nutrition or a related field and at least two of the preferred qualifications. Successful Research Associate III candidates will meet all required qualifications, have a master's degree with an emphasis in human nutrition or a related field and at least 4 of the preferred qualifications.

**Required Job Qualifications**

- Completed bachelor's degree with emphasis in human nutrition or related field
- Demonstrated organizational and project management skills
- Ability to communicate (oral, written and listening skills) as demonstrated by formal training, experience, and application materials
- Demonstrated skill working with people as individuals and in groups
- Familiarity with different socio-economic audiences, an interest in working with people from diverse backgrounds, and a commitment to the principles of diversity
- Demonstrated use of technology in managing and/or delivering educational programs

**Preferred Job Qualifications**

- Completed master's degree with emphasis in human nutrition or related field
- Experience in Public Health and/or Nutrition Education program planning, implementation, and evaluation, targeting diverse, limited resource audiences
- Prior experience or capacity to hire, train, supervise, motivate, and coach peer educators
- Experience in promoting, marketing, or creating public awareness of programs or services
- Training and/or experience in research methods, data collection, analysis and/or program evaluation
- Experience in securing financial support for educational programs including in-kind contributions, fundraising, grant writing, etc.
- Registered Dietitian
- Ability to speak Spanish

**Diversity Statement**

*Ability to advance the department's commitment to diversity and inclusion through research, teaching and outreach with relevant programs, goals and activities.*

Essential Duties

**Job Duty Category**

Supervision of EFNEP Educators

**Duty/Responsibility**

Provides leadership and coordination of the activities necessary to recruit, interview, hire and train CSU Extension EFNEP paraprofessional educators;  
 Observes and assesses paraprofessional educators to evaluate their teaching ability and the fidelity of the intervention with program participants;  
 Addresses EFNEP educator questions related to nutrition and public health related content, program procedures, protocols, fidelity, and reporting;  
 Coaches EFNEP Educators to ensure effective program delivery to diverse audiences and that program outcomes are met and are in compliance with University, Extension, and federal EFNEP guidelines;  
 Conducts employee performance appraisals in accordance with CO EFNEP and CSU Extension protocols and as necessary, implements formal performance management processes in conjunction with CSU HR and Legal Services;  
 Creates sustainable relationships with local agencies to ensure effective program delivery to diverse limited-resource audiences;  
 Secures external funding and/or in-kind support for programming and submits program and budgetary reports in compliance with county, CSU Extension, and EFNEP guidelines;  
 Serves on state and national committees as needed to support CSU Extension EFNEP.

**Percentage Of Time**

40

**Job Duty Category**

Training and Curriculum Development

**Duty/Responsibility**

Regularly conducts EFNEP programming assessments (observes participant recruitment and

EFNEP Educators teaching, monitors educator reporting, and solicits CSU Extension County Director and community agency partner feedback) to identify staff development needs; Co-leads the planning, developing and facilitating initial training program for new EFNEP Educators; Co-leads the planning, developing and facilitating staff development programs for EFNEP Educators; Develops and delivers regular staff updates using innovative delivery approaches (electronic, video, etc.) in approved curricula, program protocols and procedures, and adult learning theory; Assist with curriculum development and revision as needed to ensure adult and youth EFNEP program have current, and accurate curricula materials.

**Percentage Of Time**

30

**Job Duty Category**

Program Marketing/Professional Networking

**Duty/Responsibility**

Develops relationships with agencies at the state and county level that work with low-income audiences to enhance collaboration and promote EFNEP enrollment; Gains county support for program and works with partnering agencies on community outreach/program partnerships; Promotes and creates public awareness of CSU Extension and EFNEP via presentations, public speaking engagements, press releases and interviews with local media; Attends and participates in professional development opportunities to support professional growth in position, and network with other EFNEP, Public Health and Nutrition colleagues nationally.

**Percentage Of Time**

10

**Job Duty Category**

Administrative duties

**Duty/Responsibility**

Works with the EFNEP Coordinator to develop program policies and procedures as needed, and develops strategies to inform and implement changes; Assists the EFNEP Coordinator with administrative duties such as writing reports, checking documentation, programmatic outcome reporting, managing budgets, communicating with field staff and attending local, state, and national meetings as appropriate. Coordinates and leads county EFNEP program reviews.

**Percentage Of Time**

10

**Job Duty Category**

Research

**Duty/Responsibility**

Contributes to project plans and development of research protocols; Trains and supervises project staff on research methods and protocols; Conducts fidelity assessments of project implementation and data collection; Monitors project budgets, timelines, and action plans to ensure proper personnel, facilities and supplies to meet grant/contract deliverables and reporting; Supports EFNEP Coordinator on grant writing, data collection/analysis, reporting, manuscript writing and editing, and presentation at national meetings.

**Percentage Of Time**

10

**Application Details****Special Instructions to Applicants**

For a complete application, please submit a cover letter that addresses the minimum and preferred qualifications, a resume or CV, and contact information for 3 professional references. References will not be contacted without prior notification of candidates.

**Conditions of Employment**

Pre-employment Criminal Background Check (required for new hires), Valid Driver's License

**Search Contact**

Susan.baker@colostate.edu

**EEO Statement**

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and

admissions, and, in certain circumstances, marriage to a co-worker. The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity and equal access institution and affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The [Office of Equal Opportunity](#) is located in 101 Student Services.

The Title IX Coordinator is the Director of the Office of Title IX Programs and Gender Equity, 123 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-1715, [titleix@colostate.edu](mailto:titleix@colostate.edu).

The Section 504 and ADA Coordinator is the Director of the Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836, [oeo@colostate.edu](mailto:oeo@colostate.edu).

The Coordinator for any other forms of misconduct prohibited by the University's Policy on Discrimination and Harassment is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, Co. 80523-0160, (970) 491-5836, [oeo@colostate.edu](mailto:oeo@colostate.edu).

Any person may report sex discrimination under Title IX to the [Office of Civil Rights, Department of Education](#).

### Background Check Policy Statement

Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

## References Requested

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References Requested

**Minimum Requested** 3

**Maximum Requested** 4

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

## Applicant Documents

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### Required Documents

1. Resume
2. Cover Letter

### Optional Documents