Undergraduate Student Position(s) Available
With the UMass Extension Nutrition Education Program (NEP)

Required Qualifications:
- Current Freshman, Sophomore, or Junior in good academic standing
- Able to work a consistent 10 or 15 hours per week during the school year
- Good interpersonal skills and good communication, writing, and proofreading skills
- Sensitivity toward low-literacy learners and low income, diverse cultures
- Able to use good judgment in working independently and asking for help/direction when needed

Additional Preferred Qualifications:
- Nutrition major (or related major with an interest in nutrition)
- Able to work over the summer and over the next one or two school years, until graduation
- Detail oriented
- Familiarity with some or all of the following computer programs: Word, Excel, Access, Drupal, WordPress, PhotoShop, design layout program (InDesign or QuarkXpress), Food Processor

Hourly rate:
$10.00 per hour

Tasks may include:
- SNAP-Ed Evaluation: Know or learn Microsoft Access and Excel in order to develop coding books for data entry of evaluation surveys, assist with developing evaluation data entry databases, enter pre and post surveys, and analyze evaluation data
- General Office Duties: filing, copying, assembling nutrition education materials and packets, running on-campus errands
- Managing Nutrition Education Materials/Inventory: Update and maintain NEP Materials Inventory log, update NEP order form, assist with inventory/physical count of materials, package up materials for field offices
- Print publications: Update sample materials notebooks, update recipes and other basic publications, assist with assembling displays, laminate materials, proofread materials
- Website/blog: Know or learn WordPress in order to download images for blog posts, write/edit posts for blog, maintain NEP blog, and generate data reports. Know or learn Drupal in order to assist in updating NEP website
- Know or learn Food Processor in order to analyze recipes for nutrition content and make suggestions for improving nutritional content of recipes.
- SNAP-Ed and EFNEP Reporting: Know or learn Microsoft Excel and learn WebNEERS in order to analyze and summarize SNAP-Ed and EFNEP end of year data

If interested, send cover letter, resume (with GPA), and contact information for 2 references to: Rob Dunn at rmdunn@umass.edu by February 12, 2016.