

California State University, Long Beach Research Foundation Employment Opportunities

Working Title:	Program Evaluator
Payroll Classification:	Research Associate
Department:	College of Education
Project/Program:	Center for Evaluation and Educational Effectiveness (CEEE)
Status:	Full Time / Benefitted (Exempt); 1 Year Funding
Posting Date:	July 17, 2018
Position Number:	2424

The Center for Evaluation and Educational Effectiveness (CEEE) at California State University, Long Beach (CSULB) is conducting the evaluation of the Building Infrastructure Leading to Diversity (BUILD) initiative funded by the National Institutes of Health (NIH). The grant was awarded to CSULB to provide intensive research training opportunities for undergraduate students interested in pursuing doctoral degrees and a career in health-related research. The CSULB BUILD Program is committed to providing exceptional research training to the next generation of scientists in order to advance scientific knowledge and technology contributing to the improvement of every individual's health in the U.S., as well as around the world.

CEEE is looking for Program Evaluator to lead the evaluation of BUILD. The position, which reports to the CEEE Director, includes collaboration with BUILD Principal Investigators (PIs) and the evaluation team to conduct the comprehensive evaluation of the BUILD program. The person in this position will take the lead in overseeing, managing, and carrying out day-to-day evaluation responsibilities, including collecting and analyzing qualitative and quantitative data, preparing data summaries and reports, and assisting the BUILD PIs with reporting requirements for the NIH and for publications/presentations. The position requires experience in program evaluation and skills in project management and oversight, data collection, management and analysis, report writing, and effective presentation/oral communication.

This position is employed through the CSULB Research Foundation. Employment is at-will. This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon continual renewal of grant monies and availability of funds.

ESSENTIAL JOB FUNCTIONS:

- Articulate and execute an evaluation plan for data collection, analysis, and reporting that addresses the evaluation needs of the BUILD project, as defined by the evaluation plan as well as input from PIs, and examines the impact of specific BUILD interventions.
- Lead day-to-day management and implementation of program evaluation activities for the multi-component BUILD program, in collaboration with other members of the evaluation team (other CEEE evaluator and BUILD research assistant).
- Serve as main point of regular contact with PIs and BUILD Program Manager/Director to respond to needs, prioritize evaluation activities, and access program data for evaluation.

- Work with offices on campus (e.g., Institutional Research and Assessment, Institutional Review Board (IRB), Faculty Affairs, Enrollment Services, Office of Undergraduate Research Services) to obtain existing data and comply with university requirements.
- Serve as BUILD evaluation's main point of contact with the Coordination and Evaluation Center (CEC). This includes facilitating data acquisition and reporting for the CEC.
- Attend and participate in regular project planning meetings, internal and external Advisory Board meetings, and other project-related meetings.
- Provide training, supervision, and general oversight of qualitative and quantitative data collection, and entry and analysis procedures to graduate assistants and/or the evaluation team.
- Engage in and/or oversee timely and high-quality completion of evaluation tasks to fulfill the evaluation plan, progress and annual reports, and ad-hoc requests.
 - Prepare IRB proposals (and renewals).
 - Design and/or oversee the creation of survey instruments, and interview and focus group protocols, in collaboration with the CEEE evaluation team for BUILD.
 - Make recommendations to evaluation team and BUILD PIs for evaluation regarding adoption of existing survey instruments as needed.
 - Engage in and/or oversee collection and analysis of qualitative and quantitative data
 - Oversee a system of data management and cleaning to support effective data analysis.
 - Prepare and/or or oversee the preparation of written reports, data summaries, presentations, and evaluation briefs, to communicate evaluation findings and implications.
- Ensure timely and high-quality completion of all evaluation tasks.
- Supervise the work of the research assistant and graduate assistants.
- Maintain open and regular communication with BUILD staff, other evaluator(s), and CEEE team evaluating BUILD.
- Additional duties, as assigned.

EDUCATION, SKILLS AND ABILITIES:

- Master's degree in public health, psychology, education, program evaluation or a related field.
- 1-3 years of experience with project management and leadership.
- 1-3 years of experience with mixed-methods research and/or program evaluation.
- Project management skills, including the ability to articulate and manage a complex, multi-layered evaluation with multiple project timelines and tasks.
- Experience designing surveys, as well as interview and focus group protocols.
- Experience conducting interviews, focus groups, and ethnographic observations.
- Experience managing qualitative and quantitative data.
- Experience with qualitative data analysis.
- Experience using SPSS and/or similar statistical packages for descriptive and inferential data analysis.
- Proven ability to manage and perform multiple tasks under conditions of fluctuating workloads, competing requirements, and changing deadlines.
- Ability to work independently and follow through on assignments with minimal direction.

- Experience leading as well as coordinating with the work of others on complex, multi-component projects.
- Strong writing, presentation, and interpersonal skills.
- Discretion necessary to handle confidential matters.
- Ability to accept feedback, prioritize workload, be professional, interact collaboratively and positively with others.
- Regular attendance required.

PREFERRED QUALIFICATIONS

- Doctorate and/or post-Master's coursework in public health, psychology, education, program evaluation or a related field.
- More than 3 years of experience with project management and leadership.
- Experience leading mixed-method evaluation projects or significant components of evaluation projects.
- Experience supervising/overseeing the work of others (e.g., research assistant, graduate assistants) on program evaluations.
- Familiarity with FileMaker or similar relational databases.
- Experience with data visualization and preparation of infographics.
- Research experience, including development, implementation, and evaluation of research of longitudinal research designs.
- Familiarity with use of SPSS or other statistical packages for advanced statistical analysis.
- Familiarity with undergraduate research training and mentoring programs.
- Experience working with diverse and underrepresented communities in the U.S.

POST OFFER BACKGROUND CHECK REQUIREMENT:

For certain positions, a post offer live scan background check (including a reference and criminal records check) must be completed and the individual cleared before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employees who has applied for a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

SALARY: \$2,792.40 - \$3,428.53 Semi-monthly (24 pays/year), Exempt

FILING DEADLINE: Open Until Filled

SUPPLEMENTAL APPLICANT REQUIREMENT:

In addition to the cover letter, resume and completed Employment Application requested below in the Applicant Procedure section, this project requires a writing sample. This writing sample would preferably be an evaluation or research report on which you were lead author. This must be included at the time you apply.

APPLICANT PROCEDURE:

Interested individuals should forward their cover letter, resume, and completed employment application referencing position to CSULB Research Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at www.foundation.csulb.edu for [e-mail instructions](#). A separate application is necessary for each job opportunity posting. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE:

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes, but not limited to; California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary **Affirmative Action Information Form** below.

Submit with resume/application to CSULB Research Foundation HR.

AFFIRMATIVE ACTION INFORMATION FORM

To the extent we are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or section 503 of the Rehabilitation Act of 1973, we comply with requirements to take affirmative action regarding qualified individuals with a disability, special disabled veterans, and veterans of the Vietnam era or other covered veterans. If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at any time in the future. We also invite you to tell us now, or at any time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely.

Submitting this information is voluntary. Providing it or declining to provide it will not affect your employment in any way. The information will be used only in ways consistent with the law. It will be kept confidential, except that it may be used to determine necessary accommodations and to inform first aid/safety personnel or government officials enforcing applicable laws.

Name: _____

You may check any items applicable to you:

Disabled - Anyone having any physical or mental impairment, which substantially limit one or more major life activities.

Special Disabled Veteran - Veteran entitled to VA-administered disability compensation, or discharged from active duty because of a service-connected disability, for a disability rated at 30% or more, or rated at 10-20% where the VA has determined the veteran to have a serious employment handicap.

Vietnam Era Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.

Other Protected Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.

Other Protected Veteran - Veteran who served on active duty during a war or in a campaign for which a campaign badge has been authorized. List of eligible campaigns can be found at www.opm.gov/veterans/html/vgmedal2.htm. Also, veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

Newly Separated Veteran - Veteran who served on active duty and was discharged or released within the last three years.

If you checked Disabled or Special Disabled Veteran, you may identify any reasonable accommodations we could make that would better enable you to perform the essential functions of the job properly and safely.

Signature: _____

Date: _____

