

Carleton College Exempt Position Description

Job Title: Evaluation/education associate – Grade 12

Reports To (Title): Ellen Iverson, SERC Director

Department: Science Education Resource Center

Division: Dean of College

Revision Date: 6/23/2021

Position Overview:

The evaluation/education associate will design, implement, and report on research and evaluation studies of educational projects including curriculum development projects, professional development programs, student learning assessments, and websites. This work will involve collaboration with project leadership at SERC and collaborating institutions, the SERC Evaluation Director, and other staff.

The evaluation/education associate may also work on educational research projects and other SERC activities related to improving undergraduate education.

Essential Job Functions:

- Work with SERC leadership team to identify future projects and collaborations, develop budgets and statements of work, and create needed proposal or contract materials for such projects and collaborations,
- Develop funding for, lead and manage SERC education research or evaluation related projects and collaborations which could in addition to the research and evaluation involve workshops and website construction,
- Participate in SERC management activities for assigned research or evaluation projects including regular budget and project reviews,
- Create evaluation plans, including logic models and outcome-focused evaluation efforts, including plans and evaluation narratives for proposed projects and IRB applications,
- Conduct literature reviews and review of evaluation information in a timely manner
- Design data collection and measurement tools (e.g., workshop forms, website analytics, interview protocols, surveys, observation protocols) ,
- Assist in supervision of data collection processes including student and faculty related data,
- Conduct or administer education research/evaluation studies (focus groups, surveys, observations)
- Collect and critically analyze data (quantitative and/or qualitative),
- Continually assess effectiveness of protocols and instruments
- Manage and coordinate projects, integrating multiple elements and meeting required timelines
- Collaborate with partnering institution staff, external evaluators and funders on evaluation efforts.
- Manage and coordinate input of multiple stakeholders to keep complex program evaluations on task and meeting required timelines

- Dissemination of research results, both written and orally, through reports, publications, and presentations including those at professional conferences.
- Coach internal program staff on evaluation activities as needed.
- There is considerable latitude for initiative and creative work in these responsibilities.
- Other duties as assigned.

Describe Supervision Received and Exercised:

Successful applicant will work as a self-directed part of the evaluation team with leadership from the principal investigators and SERC Director. Overall priorities and assignments are developed by the SERC Director.

Qualifications:

Required:

- Ph.D. and at least three years of experience in evaluation studies, educational psychology, or applied social science degree that included program evaluation or assessment coursework or the equivalent combination of education and work experience with quantitative and qualitative expertise.
- Significant coursework and/or practical experience in research design and methodology, especially with applied quantitative and qualitative research.
- Demonstrated ability to manage, lead, and conduct education research or evaluation projects.
- Demonstrated ability to collect and work with quantitative data; including survey design, cleaning, managing, analyzing data sets, and ability with common statistics (e.g., mean comparisons, regression, factor analysis) and data visualization techniques; willingness to grow in this area
- Experience designing qualitative studies; including purposive sampling, conducting focus groups or interviews, and textual analysis techniques.
- Ability to rapidly learn new technical and data analysis skills and share that expertise with others.
- Ability to work both independently and to function as a respected team member with faculty, administrative, and staff colleagues.
- Excellent interpersonal, communication, documentation and organizational skills; ability to accept criticism and manage conflict; ability to follow through with stakeholders and colleagues.
- Demonstrated ability to independently manage and complete multiple projects on schedule and to deal patiently with changing priorities.
- Ability to clearly communicate ideas, claims and supporting argument in writing and in presentation – a writing sample will be requested

Preferred:

- Demonstrated ability to work in a team-environment

- Knowledge of higher education and its culture, knowledge of effective practices and challenges in higher education.