**POSITION NUMBER:** 00028769

**UF CLASSIFICATION:** Data Management Analyst II

**WORKING TITLE:** Evaluation Specialist

**DEPARTMENT:** 60451000

**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:**

The UF/IFAS Extension Family Nutrition Program (FNP) helps limited-resource families in Florida access more nutritious food choices on a budget and adopt healthier eating and physical activity habits to reduce the risk of obesity and chronic disease. The Data Management Analyst (Evaluation Specialist) will have the responsibility of managing and supporting evaluation project activities. This position will work closely with the program principal investigator, the Evaluation Coordinator, FNP state staff and in partnership with other evaluation team members. This position will provide the necessary support to develop reports (e.g., quarterly, annual) to the UF/IFAS Family Nutrition Program Associate Director.
Key responsibilities include: develop and implement evaluation plans for community and school initiatives (as approved by the funder); survey design (as needed) and administration; data management; data analysis; develop trainings and provide technical assistance. Other duties include: schedule meetings with the FNP State team, Extension faculty, and other FNP partners or participants; develop presentations and abstracts; participate in evaluation trainings; develop program evaluation activities (on site visits); and prepare reports for internal and external audiences.

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**

List each essential function and assign a percentage based on the amount of time spent on that function.

Percentages should not exceed 50%.

[Note: in compliance with the Americans With Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.]

30% Evaluation Development, Design, and Implementation: Propose evaluation projects (plan, coordinate and execute), develop and execute evaluation plans, conduct literature reviews, design and revise evaluation instruments (as approved by the funder), conduct sites visits.

20% Data Management and Data Analysis: Collect and analyze data for evaluation purposes. Propose quantitative or qualitative methodologies to analyze data. Collaborate with the FNP data manager on data quality issues and routine problem solving.

15% Project Management: Manage and support evaluation projects. Contribute to the agenda and participate in weekly Evaluation Team meetings; help develop the annual management plan and annual operating budget.

15% Reporting: Process evaluation data to provide counties with evaluation reports as requested by lead evaluator. Support Evaluation Coordinator with quarterly, annual, and other reports as required.

10% Training: In collaboration with the evaluation team, develop trainings for the FNP state team or counties. Update online manuals and training videos for evaluation team. Keep a record of training files in a shared folder. Develop presentations.

5% Travel: Travel to counties to collect data, meet with stakeholders, observe programmatic implementation and evaluation.

5% Other duties as assigned by evaluation leaders, and as approved by the funder.

**SUPERVISION**

Explain the type and extent of instructions or directions normally given to this position by the immediate supervisor AND list the class titles and position numbers of positions under the direct supervision of this position.

This position will be supervised by the Evaluation Coordinator (Data Management Analyst III) and will receive verbal and written instructions to complete tasks. It is expected that the incumbent will be able to work independently once tasks are assigned. This position may have informal supervisory responsibilities, including the management of student volunteers and practicum experiences. This individual will also collaborate with other team members on a daily basis.

**NORMAL WORK SCHEDULE**

Specify days and hours this position is required to work as well as any variations from this schedule (ex: on call, shift rotations, seasonal extended hours, travel, etc.)

Monday through Friday, 8 am to 5 PM. Limited weekend or overnight travel may occur.

**EDUCATION, TRAINING, AND EXPERIENCE**

**Minimum Qualifications:**

Master’s degree in an appropriate area; or a bachelor’s degree in an appropriate area and two years of relevant experience.

**Preferred Qualifications:**

Two years of relevant experience in an administrative position in program planning and evaluation field. Experience conducting quantitative and qualitative data analyses. Experience with research and research design. Proficient with computer programs, including Word, Excel, PowerPoint, and Outlook. Ability to use equipment/hardware: desktop pc, laptop, copier/scanner/fax, and calculator. Excellent writing, organizational, and communication skills. Ability to work well as part of a team. Attention to detail is required. Ability to communicate clearly and concisely, both verbally and in writing. Experience using statistical software such as R, SPSS, and/or SAS for running statistical analyses/tests, data cleaning, etc. Experience developing and maintaining surveys in Qualtrics software. This position will also require some basic knowledge and understanding of data visualization tools, e.g. Tableau, Cognos, etc. High degree of autonomy in completing work.

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.**

Valid driver’s license.

◇ THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

**OTHER CHARACTERISTICS OF THE POSITION**

Describe other characteristics of the position such as physical, mental, and environmental factors essential to the satisfactory performance of the functions of the position, machines and equipment used regularly by the position, or other characteristics, which have not otherwise been described in the position description.

This is a full-time, grant-funded, time-limited position. The majority of this work will be spent using electronic interfaces and office machines. This position may be eligible for remote work.

**POLICY MAKING AND/OR INTERPRETATION.**

This position will follow federal and state policies and procedures to ensure consistent, accurate, and timely reporting.

**PROGRAM DIRECTION AND DEVELOPMENT.**

This individual will participate in strategic planning processes for the team and will provide strategic insights for future activities.

**COMMUNICATION**

Statement of internal and external business contact, including frequency and scope.

Frequent contact with internal and external clients. Must be able to communicate clearly and concisely, both verbally and in writing (Spanish desirable).

**MONETARY RESPONSIBILITY.**

Amount and consequence of error.

n/a

**STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA.**

The disclosure of which would be prejudicial to the successful operation of the University of Florida.

This position will be responsible for confidential participant data and will comply with all training requirements and IRB protocols.

**CREATIVITY, STRATEGY AND LEADERSHIP.**

This position will propose, plan and execute evaluation plans and research projects. This position will contribute to data management and analyses.