Graduate Assistant Position: Evaluation Coordinator

A qualified Graduate Assistant, under the direction of Dr. Marla Franco, will serve as the Evaluation Coordinator and be responsible for assisting with collecting, analyzing, and summarizing data, including conducting all formative and summative program evaluation. Project Outreach FAMILIA is a five-year grant funded program aimed at strengthening partnerships with Arizona high schools with student bodies that are predominantly Hispanic or from low-income households. Arizona high school students will soon be able to take dual-enrollment University of Arizona-designed pre-calculus courses thanks to this new program from the university's College of Education and Hispanic-Serving Institution Initiatives office that aims to strengthen high schools' college-going resources.

Duties & Responsibilities:

- Assist with coordinating and establishing data sharing agreements with participating high schools
- Assist with coordinating data acquisitions from the National Student Clearinghouse
- Design and disseminate pre-and post-surveys to students and parents
- Clean, merge, and manage data, and quantitatively analyze data sets
- Create data informed summaries to communicate the impact and effectiveness of the program
- Assist with evaluating and documenting overall program effectiveness, both formative and summative evaluation
- Document data management and procedures

Minimum Qualifications:

- Master’s degree in education, social and behavioral sciences, statistics and data science, business or other relevant fields
- Experience working with diverse populations (e.g., students, educators, families)
- Strong data management skills and in-depth knowledge of quantitative data collection methods and dissemination tools
- Experience working with large data sets, including cleaning and merging data sets
- Experience with effectively and efficiently summarizing data using charts, graphs, tables, and other visual depictions
- Ability to perform statistical analysis (significance testing, propensity scoring matching), including demonstrated proficiency in the use of statistical analysis software (Stata preferred)
- Ability to conduct all phases of the program assessment cycle: creation of goals and objectives, development of program and learning outcomes, design of appropriate assessment methods, collect and analyze data, communicate findings, and recommend changes based on evidence.
- Ability to quickly learn and master diverse and emerging data analysis and methodological techniques and challenges

Hours & Compensation:
This is a 10 hour per week appointment (.25 FTE) with an annualized salary of $30,598, which equates to a stipend of $3,825 for a full semester, with 50% tuition remission. This position will start at the beginning of Spring 2021.

Apply:
Email cover letter and resume to marlafranco@email.arizona.edu no later than Monday, November 23 using the subject line GA Project Outreach Familia.