



Evaluation and Research Specialist

Recruitment #:	S2275
Review Date:	Immediate review Open until filled
Department:	The Research Institute
Annual Salary Rate:	\$67,789 - \$79,550

Position Summary:

The Evaluation and Research Specialist position will provide qualitative, quantitative, and mixed-method evaluation services for various projects, grants, and contracts. The evaluator works with project directors, project coordinators and other project evaluators on all aspects of program evaluations including written summaries and reports of data analysis, verbally communicating analysis to the project team, and working in a collaborative team environment. This position falls under TRI's Center on Evaluation, Technology & Research (CETR) but also supports evaluation in the Center on Early Learning and Youth Development (CELYD). Evaluators are expected to use culturally responsive and innovative best practices across a variety of projects and duties. Additionally, the applicant is encouraged to pursue their own research interests and funding. As TRI is an institute fully funded by grants and contracts, the applicant needs to be able to understand the grant proposal and management process and pursue, write, and submit proposals to Federal, state, local, private, and foundational grant agencies/opportunities to continue funding.

TRI staff are expected to engage in continual learning in anti-racism, equity, diversity, inclusion, and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects, and university's equity work and goals.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:

- Master's degree in relevant field with coursework in statistical analyses
- Fluent skills with SPSS, R, and/or other relevant statistical packages
- Fluent skills with Excel, Google sheets, and/or other data management tools
- Knowledge of statistics, research design and/or evaluation design
- Knowledge and ability to conduct qualitative analysis, such as interviews and focus groups
- Ability to conduct culturally responsive evaluation that reflects culturally and linguistically responsive pedagogy and practice
- Ability to communicate effectively with a variety of staff and program participants
- Experience working on grant funded projects and an understanding of deliverables
- Experience writing grant proposals for federal, state, local, and/or foundational funding opportunities
- Strong written and verbal communication skills
- Commitment to actively participate in and support CELYD's anti-racism goals and practices

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most

interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Required Application materials:

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses each qualification of the position
3. Resume

Additional Application information:

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Background/Education Check:

A criminal background check will be completed as a condition of employment. An education check will be processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.