

## Position Description - Unclassified

### Position Status:

Position Title		Position Number
Evaluation and Research Specialist		E80053
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 mos.		Exempt
Position Type	Regular/Short-Term	
Full-Time	Regular	
Work Location	Department/Division	
Remote option with approval	The Research Institute	
Reports to	Reports to Position Number	
Director, Center on Evaluation, Technology and Research	E80003	
Incumbent	University ID #	
TBD		

### Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The Research Institute (TRI) houses two Centers focused on informing and facilitating change in educational and human service systems to improve the quality of life for all individuals. Funded through external grants and contracts, the Centers conduct programs of research, develop evidence-based interventions that are provided through technical assistance and professional development, and increase system capacity to effect change. TRI was established in 1961 at WOU and has research partnerships throughout Oregon and the nation. TRI is committed to promoting and supporting an environment which values and affirms equal opportunity, diversity, and inclusive practices. TRI is committed to creating a safe environment to have dialogue with our co-workers, partners and those who receive our services about how to best address the implicit bias that exists. TRI is committed to creating an anti-racist workplace that is fully inclusive by disrupting systemic racism and dismantling barriers for people of color in the workplace.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p><b>Evaluation and Research Specialist</b></p> <p>The purpose of this position is to 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 &amp; 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.</p> <p>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.</p>



**Position Information and Qualifications:**

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of Time	Duties
20	<ul style="list-style-type: none"> <li>Work with Project Directors, Coordinators &amp; team members to design, revise and implement program evaluation protocols.</li> </ul>
20	<ul style="list-style-type: none"> <li>Implement the preparation and submission of data for standard kinds of educational/social science analysis using statistical program packages.</li> <li>Develop written summaries and reports of data analysis, evaluation protocols and evaluation findings.</li> </ul>
10	<ul style="list-style-type: none"> <li>Implement all aspects of program evaluation implementation including timelines, progress monitoring, fidelity of implementation, outcomes, etc.</li> </ul>
10	<ul style="list-style-type: none"> <li>Carry out advanced statistical analyses related to all phases of evaluation and/or research projects.</li> </ul>
10	<ul style="list-style-type: none"> <li>Take responsibility in the preparation of the methodological and/or evaluation sections of grant proposals, white papers, reports, articles, and other dissemination vehicles.</li> </ul>
10	<ul style="list-style-type: none"> <li>Effectively communicate with a wide variety of individuals and groups, including stakeholders, program personnel, administrators, students, university faculty, and staff. Verbally present statistical analysis and integrity reports to stakeholders and internal team.</li> </ul>
10	<ul style="list-style-type: none"> <li>Contribute to the development of competitive proposals for a wide range of funding agencies.</li> <li>Pursue and/or find new funding/granting opportunities</li> </ul>
5	<ul style="list-style-type: none"> <li>Work collaboratively in a team environment. Participate in and contribute to project meetings, seminars, workshops, and other gatherings as needed.</li> </ul>
5	<ul style="list-style-type: none"> <li>Provide service to TRI by serving on TRI committees, task forces, and other groups as needed.</li> </ul>

**B. Required Qualifications**

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- 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



**C. Preferred Qualifications**

*Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.*

- Doctoral degree in relevant field
- Experience working with education or social service-related agencies/entities (schools, universities, etc.)
- Expertise in evaluation of multicultural education and education equity
- Advanced knowledge of statistics, research design, and methodologies
- Expertise in culturally responsive evaluation
- Demonstrated commitment to diversity, equity, and inclusion

**D. Knowledge Areas**

- Project management
- Advanced writing skills
- MS Excel and statistical packages
- Quantitative Evaluation/Research Design
- Qualitative Evaluation/Research Design
- Requirements for confidentiality of research materials/participants

**Budget Authority:**

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

<input type="checkbox"/>	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$0
<input type="checkbox"/>	Delegated authority to monitor budget	\$0
<input type="checkbox"/>	Limited approval authority for purchase	\$0
<input type="checkbox"/>	Purchase only with higher level approval	\$0

**Supervisory Authority:**

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

<input type="checkbox"/>	Hire	<input type="checkbox"/>	Assign Work
<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Recommend salary adjustments
<input type="checkbox"/>	Discipline	<input type="checkbox"/>	Approve requests (i.e. leave)
<input type="checkbox"/>	Dismiss	<input type="checkbox"/>	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	<input type="checkbox"/>	Conduct performance assessments
<input type="checkbox"/>	Promote	<input type="checkbox"/>	Give Direction

**Positions Supervised:**

Type	# of Employees	Total FTE
Teaching faculty	0	0
Classified staff	0	0
Undassified staff	1	1.0



Student Employees (average per term)	0	0
Other (specify)	0	0

**Decision Making Authority:**

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

The Evaluation and Research Specialist has decision-making authority over all areas directly under the position's authority as specified in the major duties and responsibilities.

No decision-making authority to formulate, implement, evaluate, approve and/or modify university policy, procedures, and/or programs

**Additional Information:**

List any additional information that would help describe the nature of the position.

All TRI salaried employees are considered exempt from overtime.

This position is contingent upon successful enrollment in the Oregon Department of Education Early Learning Division Central Background Registry (CBR) Specialist must successfully complete the WOU Driver Authorization, and have access to reliable transportation This position is grant funded

This position may require in-state travel, as well as occasional weekend and evening hours

This position is located on Western Oregon University's campus. It is potentially eligible for Western Oregon University's telework agreement

**TRI Mission:**

The Research Institute (TRI) at Western Oregon University improves the quality of life for individuals by facilitating positive change in education, health, and human services systems.

**WOU Diversity and Respect Values:**

Equity and inclusion; a fundamental basis in human diversity; appreciation for the complexity of the world; strength drawn from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression.

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

**HR USE ONLY:**



Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		