

**Research Scientist 3, 100% FTE**  
**Center for Evaluation & Research for STEM Equity (CERSE)**  
**Department of Sociology**  
**University of Washington**

**Payroll title:** Research Scientist/Engineer 3 (Professional Staff)

**Application Deadline:** December 12, 2022

**Position Snapshot**

**In-Person/ Remote Status:** Hybrid (fully remote work negotiable, see information below on changes to benefits and other considerations)

**Time Commitment:** 100% Full-time exempt (FTE)

**Geographic Requirements:** United States resident with permission to work, WA State resident or out-of-state employee (see relevant policies below)

**Travel Expectations:** Conference/project meeting travel may be expected 1-4 times per year

**Expected monthly salary:** \$5,218 to \$7,200 (100% FTE rate) depending on experience and qualifications

**Benefits for WA State Residents:** <https://hr.uw.edu/benefits/wp-content/uploads/sites/3/2016/07/prostaff.pdf>

**UW Human Resources Policies for US Residents Outside WA:** <https://hr.uw.edu/policies/telework/remote-work-location-and-out-of-state-work-policy/>

**Union:** UAW 4121 UW Researchers United <https://uwresearchersunited.org/> (Formed in 2022, bargaining began Summer 2022)

**Workplace Environment:** Strong commitment to equity, inclusion, and diversity; community-oriented

**Unit Description**

The UW Center for Evaluation & Research for STEM Equity is a grant-funded center located in the Department of Sociology focused on conducting high-quality program evaluation and research to improve equity and broaden representation in STEM fields, with a focus on higher education. We help meet the challenges of the emerging workforce: recruitment, retention, and advancement of systemically marginalized groups.  
<http://depts.washington.edu/cerse/>

We are looking for a collaborative and organized individual who can help us manage and conduct multiple evaluation projects, who adds diversity to the perspectives of our team, and who has a strong commitment and expertise in diversity, equity, inclusion, and justice professional development work. Being able to apply an equity lens to evaluation and research is crucial for our work.

**Typical Duties and Responsibilities**

The Research Scientist will be responsible for conducting and managing evaluation projects related to improving diversity, equity, and inclusion in STEM fields. The Research Scientist will utilize qualitative and quantitative approaches to evaluation, report and present findings, and consult with clients on issues impacting systemically minoritized populations as they pertain to clients' needs. CERSE projects often involve observations, interviews, focus groups, and surveys. Common analytic techniques include coding and evaluating qualitative information and creating descriptive charts from survey data. CERSE currently uses Dedoose, Excel, and statistical software packages (e.g., SPSS, Stata, or R) most frequently.

The Research Scientist will report to and work closely with the Director of the Center for Evaluation & Research for STEM Equity and collaborate with her and other staff on evaluation projects.

The Research Scientist will:

**Manage and conduct evaluation and research projects (85%)**

- Manage multiple evaluation and research projects, including developing, scheduling, conducting, and coordinating all project phases and ensuring appropriate documentation.
- Collect and analyze data using qualitative and quantitative methods, using independent judgment in the analysis and interpretation of data.
- Manage interactions and partnerships with professors, academic staff, professional scientists, engineers, and other stakeholders to gather data for research and evaluation projects.
- Establish, nurture, and maintain relationships with CERSE staff members, sponsors, and grantors of funded research and evaluation.
- Describe and communicate evaluation findings in a variety of formats and presentations. Author/co-author papers, presentations, and reports with the CERSE staff and clients. Present evaluation results to clients.

**Supervise the work of graduate and undergraduate research assistants for quality assurance (10%)**

**Contribute to CERSE functioning and environment (5%)**

- Provide new ideas to improve organizational efficiency, CERSE's network, and impact.
- Contribute to the broad strategic objectives of CERSE.
- Contribute ideas for future grant proposals and assist in proposal writing in collaboration with CERSE staff.
- Contribute to building a collaborative team environment.
- Support the administrative functioning of CERSE, completing ongoing tasks and special projects as needed.

**Minimum Requirements**

- Master's degree in social science, evaluation, or education field
- 1-2 years of experience where the candidate effectively applied the fundamental concepts, practices, and procedures of social science/evaluation

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

**Additional Requirements**

- Commitment to diversity, equity, inclusion, and justice for systemically marginalized groups
- Knowledge of diversity and equity issues in academia and the STEM workforce
- Familiarity and experience with both quantitative and qualitative methodologies used in the social sciences
- Ability to manage multiple projects and sound project management skills
- Strong written and verbal communication skills
- Permission to work in the United States

**Desired Qualifications**

- Knowledge and experience conducting program evaluation
- Content knowledge in inclusive and equitable instruction/ education and professional development, organizational change, and other topics relevant to CERSE's work
- Knowledge of critical theories and intersectionality
- Experience applying data visualization techniques to communicate accessible and digestible snapshots of information (especially using Excel)
- Experience using Dedoose or another QDA program like Atlas.ti or NVivo
- Experience using a statistical software program like R, Stata, or SPSS

### **In-Person/ Remote Work**

This position is currently flexible in terms of working-from-home with an expectation to work from our UW office roughly once per week. Travel to various conferences and meetings may be necessary to complete the work for some projects. A fully remote position is negotiable. It is important to note that some benefits are only available to residents of Washington State. See more information about this here: <https://hr.uw.edu/policies/telework/remote-work-location-and-out-of-state-work-policy/>.

### **Time Commitment**

This is a 100% full-time exempt (FTE) position.

### **Geographic Requirements**

Current UW policies generally require employees to be located in the United States with the right to work in this country. This position is available to individuals outside of Washington State (<https://hr.uw.edu/policies/telework/remote-work-location-and-out-of-state-work-policy/>), pending additional administrative approvals.

### **Travel Expectations**

RSEs are expected to travel to conferences and for data collection on an occasional basis (1-4 times per year), as necessary to complete project scopes of work. There may also be optional opportunities to travel for professional development.

### **Expected Salary**

The expected monthly salary for this position is between \$5,218 to \$7,200 depending on qualifications and experience.

### **Benefits for WA State Residents**

The benefits for this position include:

- Medical, dental, vision, life, accidental death, long-term disability, and unemployment insurance
- Retirement savings programs
- Vacation and holidays
- U-PASS for free public transit in the region
- Additional benefits

### **UW Human Resources Policies for US Residents Outside WA**

Candidates who wish to remain in residence in a US state outside of Washington may request to do so. Additional administrative requirements are necessary to approve such appointments. Further, there are several considerations related to taxes and benefits. More information is available here: <https://hr.uw.edu/policies/telework/remote-work-location-and-out-of-state-work-policy/>.

### **Union**

Research staff at UW recently voted to form a union, UAW 4121 UW Researchers United <https://uwresearchersunited.org/>. Bargaining began in Summer 2022.

### **Workplace Environment**

Equity, inclusion, and diversity are central to CERSE's work and we take intentional steps to put our values into practice. As part of this, we also seek to provide a supportive environment focused on the continued improvement of CERSE as well as individual members of the team.

**Collaboration:** Project work tends to be fairly collaborative between staff and their supervisor(s) and undergraduate and graduate research assistants. Supervisors provide guidelines and training as necessary and review

staff work and provide feedback. Each CERSE staff person has regular meetings with their supervisor, typically on a weekly basis to maintain strong communication. Further, staff are generally available during business hours to answer questions via Slack and email. CERSE has long had external collaborators and supporters who are scattered across the country. As such, most meetings take place via Zoom.

**Community Building:** We hold twice-monthly all-staff meetings and twice-monthly meetings for permanent staff online via Zoom. We also host ad hoc co-working sessions and an occasional meal via Zoom. Staff may decide to work on-site to overlap with other. In addition, we use Slack to share information, problem solve, and facilitate communication. We regularly revisit what we are doing to build community and iterate on our activities.

**Inclusion Accountability Mechanisms:** We are evaluators and understand there is always room for improvement (and we are eager to continue growing)! CERSE recently began fielding an annual survey for all staff who have worked at CERSE in the last calendar year to anonymously share feedback on inclusion in our center. We also try to keep two-way communication and feedback openly flowing between staff and supervisors and set aside at least annual meetings to formally discuss how things are going. We also set aside one all-staff meeting per month for LOVE meetings (“Living Our Values for Equity”), which is a space for mutual accountability for living our equity values and discussing relevant topics. Finally, we conduct exit interviews with all outgoing staff, who share their feedback with a core staff member of their choosing.

### **Diversity at UW**

The University of Washington (UW) is committed to building diversity among its faculty, librarian, staff, and student communities, and articulates that commitment in the UW Diversity Blueprint:

<https://www.washington.edu/diversity/diversity-blueprint/>.

The UW is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, marital status, pregnancy, genetic information, gender identity or expression, age, disability, or protected veteran status.

### **Application Instructions**

To apply, **first create or update your candidate profile in the UW Hires system portal**, where you should add/update your resume or CV in a text box and fill out other fields:

<https://uw hires.admin.washington.edu/eng/candidates/>.

**Second, apply to the position also through the UW Hires system portal.** This involves pasting a cover letter into a text box and answering questions about how you learned about the position. You can access the official position posting, through which you can apply, by searching for Req # 215013 using the same link as above:

<https://uw hires.admin.washington.edu/eng/candidates/>.

For shortlisted candidates, CERSE will request the names and contact information for three references.

**The application deadline is December 12, 2022.**