



Position title: Program Evaluation Coordinator – Graduate Student (temporary, hourly)

Duration: Summer and Fall 2019

Compensation: \$17.00/hour, 12 hours/week

The UW [Office of Merit Scholarships, Fellowships & Awards](#) (OMSFA) is seeking a temporary part-time Program Evaluation Coordinator to support our work. Our office provides information and resources to increase student awareness of the scholarship search and application process via workshops, events, online resources, and individual advising. We mentor students through the intense process of applying for scholarships by offering resources, advising, and individual feedback which result in competitive applications for local, national and international scholarships. We also collaborate with faculty and staff to identify and support potential student scholars.

Our office is housed within the Center for Experiential Learning & Diversity, a unit of Undergraduate Academic Affairs.

OMSFA values an inclusive scholarship community fostered through information sharing, transparent processes, and diverse participation. We are committed to providing students, faculty and staff the tools and resources needed to support individual students in crafting their strongest scholarship applications. We welcome and honor diverse experiences and perspectives, strive to create accessible and respectful application and selection processes, and are committed to promoting access and opportunity for all.

Position Summary:

The Program Evaluation Coordinator serves as a member of the Office of Merit Scholarships, Fellowships & Awards team. The Coordinator will focus on program assessment projects with opportunities to collaborate with staff on other activities depending on experience and interests. Primary and potential projects include:

Advising Assessment Practices

- Collaborate with OMSFA staff to review and analyze initial results from spring quarter advising surveys.
- Identify gaps in survey results and using best practices update survey for 2019-2020 academic year
- Support OMSFA in implementing advising pre & post surveys
- Develop tools/practice for OMSFA to analyze and implement lessons learned from survey results on quarterly basis

Analysis of program reach & gaps

- Utilizing existing data, analyze student participation in OMSFA programs. OMSFA seeks to understand program reach and identify gaps in our reach. Present data in meaningful way
- Identify opportunities to expand OMSFA's reach

Accessible & inclusive website

- Review website and workshop content and make recommendations for improving accessibility and inclusion

Additional program & student support

- Depending on interests, experience and availability other opportunities that can be incorporated into the position include: support of OMSFA workshops, events and first-time advising sessions

Responsibilities and expectations:

- Meet and communicate regularly with OMSFA team about projects
- Collaborate closely with OMSFA staff
- Support planning meetings for designated projects
- Effective research of best practices, policies and strategies to strengthen projects
- Effective time management and communication of projects and outcomes
- Ability to maintain strict confidentiality of student records

Qualifications:

- Current graduate student in Leadership in Higher Ed, Public Administration or similar program
- Quantitative and qualitative research experience and/or program evaluation
- Experience interpreting data and creating data visualizations
- Interest in increasing student access and supporting student success
- Excellent communication skills
- Demonstrated history of both strong teamwork and ability to work independently

Benefits & Learning Competencies:

- Gain experience in program development, assessment and evaluation
- Practice time management, balancing multiple tasks and priorities, planning, organizing and prioritizing work
- Collaborate with staff, EXPD programs, and other campus partners to support successful programs

- Work with friendly staff in a supportive, team-oriented environment

Supervision:

This position will report to the Assistant Director.

How to Apply:

Submit a cover letter and resume to OMSFA through Handshake.
Priority deadline for consideration is