Job Description

Job Title: Evaluation Specialist

Reports to: Director of Campus Initiatives

Job Purpose: Work closely with the Director of Campus Initiatives and members of ICESA’s campus consortium to develop an assessment and evaluation plan for a three-year project.

Responsibilities:
- Coordinate and conduct assessments and evaluations of campus policies, procedures, and prevention strategies.
- Identify, modify, or create appropriate evaluation tools to assess the project’s nine proposed outcomes, the success of webinars and trainings, and the overall success of the project.
- Engage in quantitative and qualitative data collection and analysis, as appropriate.
- Travel to campuses throughout the state.
- Produce evaluation reports and progress reports as required by the Office of Women’s Health. Work with Office on Women’s Health staff members and evaluation contractor to assist with a cross-site evaluation of the overall initiative’s impact.

Required Qualifications:
- Master’s degree from accredited college or university in Program Evaluation, Public Health, Statistics, Psychology, Sociology, Anthropology or other social science field and related one year of work experience or Bachelor’s degree from accredited college or university in Program Evaluation, Public Health, Statistics, Psychology, Sociology, Anthropology or other social science field and related three years of work experience;
- Training and coursework in evaluation and assessment;
- Understanding of best practices in policy assessment and program evaluation;
- Training and experience in conducting quantitative data collection and analysis;
- Demonstrated experience working in a collaborative team-based environment;
- Commitment to ending sexual violence, intimate partner violence, and stalking;
- Demonstrated ability to work independently;
• Demonstrated ability to make complex decisions about evaluation tools, report writing, and project documentation;
• Understanding of research ethics.

Preferred Qualifications:
• Training and experience in conducting qualitative data collection and analysis;
• Experience working for a victim advocacy or violence prevention organization;
• Understanding of causes and consequences of sexual violence, intimate partner violence, and stalking;
• Experience working in a higher education setting;
• IRB training and experience conducting human subject research.

Additional Duties:
• Work collaboratively with all ICESA staff members. Contribute to the professional tone and approach of the project and ICESA, within the perimeters of ICESA’s mission and philosophy. Other duties as assigned.

Salary:
$45,000 with benefits. ICESA provides annual cost of living adjustments, and employees earn paid time off.

Application Deadline: We are eager to hire for this position. Applications will be reviewed on a rolling basis; submit your application as soon as possible.

Other Information:
This is a grant-funded position. The grant is eligible for renewal for up to two more years.

Applicant will need a reliable personal vehicle and a valid driver’s license to travel to campuses throughout the state.

ICESA is an equal opportunity employer and values diversity. Women, people of color, and people from historically marginalized communities are strongly encouraged to apply.

Learn more about ICESA here: http://indianacesa.org/

Send cover letter, resume, writing sample, and sample of evaluation work to:
Mahri Irvine, PhD
Director of Campus Initiatives
mahri@indianacesa.org