



The Evaluation Center

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

Evaluation Graduate Assistant – The Evaluation Center

The Evaluation Center is seeking a graduate student with an interest in evaluation to join our team. This position will provide a wide range of support to our ongoing public and behavioral health related projects.

The Evaluation Center (the Center) takes pride in providing meaningful employment and learning opportunities for students pursuing graduate education at the University of Colorado Denver. Graduate Assistants are true members of our team whose contributions are essential to the success of the organization. We push our Graduate Assistants to take on meaningful work within larger projects and ask them to provide input into the projects they support. We feel strongly that our staff has opportunities to learn from our students and encourage students to share these new learnings with our team.

Graduate Assistant positions in the Center are part-time positions for students pursuing advanced degrees. We encourage students from a wide variety of relevant academic disciplines to apply. Graduate Assistants have the opportunity to work and learn across projects to support project activities including, but not limited to, project planning, instrument development, data collection, data entry and analysis, and report development. In addition, students may be asked to provide coordination and administrative support to ongoing projects.

About The Evaluation Center

The Center is located at the University of Colorado Denver. In many ways, the Center operates as a not-for-profit entity, housed within a major research university. This unique situation allows the Center to operate independently and to provide external evaluation services to clients both inside and outside of the University.

The Center has extensive experience providing program evaluation to clients from a wide variety of industries, from K-12 public school systems to non-profit organizations and from biomedical research universities to private professional development programs. The Center is grounded in the tenets of social justice: cultural responsiveness; equity; diversity and, inclusion. We seek to ensure all voices are represented; the rights of participants are protected; and, that our evaluations are used to improve lives and support communities.

We encourage applications from graduate students who represent diversity (race, ethnicity, sexuality, gender identity, cultural, etc.) and are interested in joining and contributing to our team.



Vision

Improved lives and communities through high quality evaluation.

Mission Statement

We strive to make evaluation a valued and widely accepted practice by increasing the use and understanding of evaluation. We collaborate with our clients to support evidence-informed programs, practices, and policies in schools, institutions of higher education, governmental agencies, and nonprofit organizations.

Guiding Principles:

- We value high quality, ethically defensible, culturally responsive evaluation practices.
- We strive to understand the context and communities in which we work.
- We use rigorous and innovative quantitative and qualitative evaluation methods.
- We help clients obtain and use information to make informed decisions about the implementation and effectiveness of their programs and policies.
- We make evaluation meaningful and accessible to multiple audiences.
- We support the development of evaluation capacity and its use within institutions and organizations.
- We provide real world evaluation opportunities for graduate students to apply coursework and gain evaluation expertise.
- We advocate for the value and use of evaluation by a wide range of stakeholders.
- Our work advances the field of evaluation.

For more information, including a list of current projects, please visit: <http://the-evaluation-center.org>

Supervision Received

This position reports to The Evaluation Center Operations Manager.

Examples of Work Performed

Evaluation graduate assistant

- Qualitative data collection and analysis
- Quantitative data collection and analysis
- Developing data summaries
- Report writing
- Instrument development
- Literature reviews
- General administrative support to ongoing projects which may include coordinating meeting invitations, developing and disseminating newsletters, updating listservs and online dashboards
- Other duties as assigned



Knowledge, Skills, and Abilities

- Excellent writing and verbal communication skills
- Highly organized
- Some proficiency with relevant technology e.g., Word, Excel, and PowerPoint; familiarity with or a desire to learn data analysis platforms such as SPSS, Tableau, and/or NVIVO.

Part-Time Effort Limits

Graduate students are permitted to work up to 25 hours per week during Fall and Spring Semesters and 40 hours per week during Summer Semester. These hour limits apply to hours worked across *all* positions at the University. Graduate students are paid starting hourly rate of \$19/hour with opportunities to earn \$20/hour within the first year.

Within The Evaluation Center, schedules are determined based on project need and student availability to comply with the hour limitations stated above.

To apply, visit <https://www.the-evaluation-center.org/careers/student-employment/>.

