



The Evaluation Center

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

SEOW Coordinator Graduate Assistant – The Evaluation Center

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 new learnings with our team. This graduate assistant position serves as the coordinator for the State Epidemiological Workgroup (SEOW) and at times provides support to other projects at The Evaluation Center.

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 can work and learn across projects to support 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 Colorado State Epidemiological Outcomes Workgroup

The SEOW is a network of state agencies and data experts brought together to examine the patterns, context, and impact of substance use in Colorado. The Evaluation Center is contracted to coordinate the day-to-day activities of the SEOW and activities between The Evaluation Center, the SEOW, and its partners. For more information on the SEOW, please visit

<https://www.coloradoseow.org/>

Opportunities for the SEOW Coordinator

The Colorado SEOW brings together public health and safety experts from many state and local agencies. The SEOW Coordinator has the opportunity to meet, network, and build relationships with these professionals. The coordinator gains a sense of how representatives of state agencies interact, share and understand data, and view issues of substance use. Substance use is related to individual, familial, and societal risk and protective factors. The coordinator has the opportunity to learn about substance use issues *and* factors that impact it across our communities. The Colorado SEOW uses epidemiological data to develop publications for public use. The coordinator can gain valuable professional experience working with epidemiologists, understanding substance use trends in Colorado, and communicating epidemiological data to the public.



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.

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>



Professional Field

Program and project evaluation, specifically related to the evaluation of public education, public health, higher education, medical education, and community/government supported programs. Coordination and administrative support of ongoing projects.

Supervision Received

This position reports to The Evaluation Center's Operations Manager.

Specific administrative and coordinating responsibilities include:

- Attending and taking notes at Steering Committee meetings and client planning meetings
- Sending out calendar invites, announcements, and agendas for Steering Committee and SEOW meetings
- Supporting the Program Manager and Steering Committee co-chairs in developing Steering Committee meeting and SEOW meeting agendas
- Coordinating virtual meeting access for Steering Committee and SEOW meetings
- Developing and disseminating bi-annual newsletters
- Maintaining/updating SEOW listserv
- Maintaining/updating the SEOW website, including google analytics tracking, and forwarding data requests to the project manager.
- Collecting, monitoring, and entering monthly and annual data into the Colorado Prevention System
- Assisting with compiling data from publicly available sources
- Conducting literature reviews as needed
- Organizing existing data for presentations
- Updating the team on the latest publications, grants and conferences that are shared within the CDPHE Community Prevention and Early Intervention media platforms
- Supporting the work of The Evaluation Center as the contracted evaluation partner for the SEOW

Knowledge, Skills, and Abilities

- Excellent writing and verbal communication skills
- Highly organized
- Proficiency in website management via WordPress
- Experience and interest in data visualization
- Some proficiency with technology e.g., Word, Excel, and PowerPoint
- Ability to be a competent, contributing member of a dynamic team

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 \$20/hour with opportunities to earn \$21/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/>.

