

Research & Evaluation Fellow

Classification: Non-exempt – Fellow
Supervisor: Director, STEM Council

Purpose of Position in Skillpoint Alliance

This position's primary purpose is to support the [STEM Council](#) and other Youth College & Career (YCC) program efforts to record, analyze and evaluate the effectiveness of YCC programs for grantors and other stakeholders.

Position Description

Under supervision of the STEM Council Director, the Research & Evaluation Fellow supports program analysis and reporting for STEM Council and other YCC programs. This position requires a high degree of qualitative and quantitative analytical skills in analyzing, evaluating, and improving the effectiveness of the operations.

Responsibilities:

General responsibilities may vary depending on the current needs of the program, time of year and interests of the Fellow.

Specific job tasks may include:

- Assisting in establishing study methods and techniques
- Gathering information from the Texas Student Data System;
- Developing print and online survey tools for STEM Council and YCC programs;
- Archiving, analyzing, and retrieving data in order to evaluate the effectiveness, efficiency, and productivity of YCC programs in both verbal and written formats;
- Employing advanced qualitative and quantitative techniques; and
- Supporting grant writing and reporting efforts.

Location/Hours/Schedule:

- Main job location: Skillpoint Alliance Offices (201 East 2nd Street, Suite B)
- Monday – Friday; normal business hours from May – August 2012; potential for continuation
- Specific hours and schedule will vary

Physical demands

- ◆ Work is both sedentary and mobile – mostly indoors.
- ◆ Some in-town travel (mileage compensated).

Required Education

- ◆ Possession of a Bachelor's Degree
- ◆ Current enrollment or completion of a Master's Degree in public or business administration, engineering, education, statistics or related field that provides the required knowledge and abilities.

Required Experience Skills

- ◆ Principles of data review, data reporting, and research methods;
- ◆ Ability to compute basic statistics including mathematical averages and percentages;
- ◆ Standard office procedures and practices related to recordkeeping;
- ◆ Excellent verbal, written and visual communication skills;

- ◆ Highly organized, systematic thinker and self-motivated worker that is flexible, persistent, and confident; and
- ◆ Proficiency in the use of the computer, with expertise in MS Word, PowerPoint, Excel, and Outlook.

Preferred

- ◆ Commitment to the mission and values of the organization;
- ◆ Experience in the non-profit sector;
- ◆ Experience with workforce, funding and community relationship development;
- ◆ Sensitivity to people with low socioeconomic status, minorities, and persons with different cultural backgrounds;
- ◆ One year of experience providing program or administrative support to management that included data analysis and report writing; and
- ◆ Masters student in public or business administration, mathematics, engineering, or social work.

Compensation

- ◆ Candidates will be provided a \$3,500 stipend per semester.

To apply:

- ◆ Submit a cover letter, resume, and a short writing sample that demonstrates your quantitative analysis skills to LStern@skillpointalliance.org.