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|-----------------|----------|
| Spec Code:      | 0933     |
| Occ. Area:      | 02       |
| Work Area:      | 072      |
| Prob. Period:   | 6 mo.    |
| Prom. Line:     | None     |
| Effective Date: | 04/01/12 |
| Last Action:    | Rev.     |

## **EDUCATIONAL PROGRAM EVALUATION COORDINATOR**

### Function of Job

Under general supervision from a designated supervisor to serve as a consultant in the management and administration of a program evaluation plan and coordination of educational research data acquisition, compilation, and analyses, and preparation of grant proposals and/or professional publications.

### Characteristic Duties and Responsibilities

1. Responsible for data acquisition and analyses using appropriate statistical methods.
2. Develops and maintains information systems for data collection and reporting using database software packages e.g. Microsoft Access and Excel.
3. Analyzes information using standard statistical software (e.g. SPSS, SAS).
4. Prepares written and oral reports.
5. Defines priorities and recommend long and short-term goals.
6. Performs literature reviews.
7. Performs program evaluations, research, survey designs, and student assessments.
8. Coordinates the preparation of grant proposals, abstracts, poster sessions, and/or professional publications.
9. Creates recruitment strategies for graduate students through career development activities.
10. Creates, administers, and interprets evaluations for programs; assists with surveying to ascertain educational and programmatic needs.
11. Performs other related duties as assigned.

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Bachelor degree in an educational or related field with a minimum of two courses in statistics.
2. Two (2) years (24 months) of educational and/or other research experience.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of data management and statistical analysis software
2. Knowledge of InDesign, Illustrator or other desktop publishing programs
3. Strong oral and written communication skills
4. Proofreading and editing skills
5. Strong computer skills including Microsoft Office Suite (Word, Excel, Access)
6. Strong organization and planning skills
7. Analytical skills
8. Ability to develop spreadsheets and databases
9. Ability to deal effectively with various personalities
10. Ability to manage and prioritize multiple tasks
11. Accuracy and thoroughness
12. Self-motivated, reliable, flexible, hard-working and able to work independently