



Sul & Associates

www.sulandassociates.com

(707) 364-9770

December 1, 2017

Dear Colleagues,

Sul & Associates is looking for individuals to assist us on our evaluation projects. Please see the attached position announcements for more details.

Sul & Associates is a professional monitoring and evaluation corporation serving clients with culturally responsive practices. Sul & Associates provides technical assistance to governmental education agencies, colleges and universities, school districts, non-profit, and other community-based educational organizations. Sul & Associates has provided data, assessment, research, planning, monitoring and evaluation services since 2001.

Applicants can submit an application, cover letter, resume, and writing sample to the employment opportunities section of our website.

Please feel free to distribute this announcement amongst your faculty and students.

Sul & Associates positions are subject to the availability and continuation of contracted funds.

Warmest regards,

Sul & Associates





PART-TIME EMPLOYMENT: EVALUATION ASSISTANT

Posted December 1, 2017

Sul & Associates is seeking a hard-working, outgoing person with a passion for community-based applied evaluation to join the team as an Evaluation Assistant. The Evaluation Assistant will support the evaluation of program impact and effectiveness as part of a project team.

About Us: Sul & Associates is a professional monitoring and evaluation corporation serving clients with culturally responsive practices. Sul & Associates provides technical assistance to governmental education agencies, colleges and universities, school districts, non-profit, and other community-based educational organizations. Sul & Associates has provided data, assessment, research, planning, monitoring and evaluation services since 2001.

About the Position: Applying the company's approach to program evaluation, the Evaluation Assistant will work collaboratively on existing evaluation projects with Evaluation Associates, clients, and project stakeholders to support program evaluations.

The Evaluation Assistant coordinates meetings, gathers and transcribes meeting notes, manages project calendars, and maintains a record of meeting artifacts. The Evaluation Assistant supports data collection, performs data entry, and prepares data files for analysis. The Evaluation Assistant supports the design, layout, and production of content for evaluation reports and presentations.

Required: We require 1-3 years of relevant evaluation experience in education, health, or community development and: a master's degree in field related to program evaluation (i.e., Education, Social Sciences, Psychology, Statistics, etc.). Undergraduates with significant research experience will be considered. Requirements for the position include:

1. Commitment to the uplift of communities underserved by systems of monitoring, evaluation, and assessment
2. Excellent communication, writing and presentation skills
3. Data gathering and pre-analysis skills including preparation of data analysis files



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4. General Internet research expertise
5. Familiarity with design of meeting facilitation protocols
6. Facility with content management and survey systems
7. Ability to work as part of a team while managing multiple priorities

Since the Evaluation Assistant may be interacting with project management, staff, and project participants, it is important that they have the ability to work with various types of people with varying degrees of education, income, and, English language skills.

Desired: An advanced degree in a field related to program evaluation (i.e., Social Sciences, Psychology, Statistics, etc.) is desired. Additional desired skills include:

1. Evidence of commitment to the uplift of communities underserved by systems of monitoring, evaluation, and assessment
2. Experience with program evaluation, design, implementation, statistical analysis, and presentation methods
3. Ability to design data collection tools, and conduct exploratory data analysis as assigned
4. Ability to gather relevant research literature from scholarly databases
5. Proficiency with MS Excel and willingness to learn analytical software tools (i.e., SPSS, SQL, R, etc.)
6. Familiarity with project planning, processes, and meeting facilitation
7. Ability to translate evaluation materials into both professional and colloquial Spanish

Compensation: Evaluation Assistants are hired on a contractual basis at an hourly rate ranging from \$35-45 per hour, depending upon experience. The number of assignment hours is not to exceed 20 hours per month.

Application: All positions are subject to availability and continuation of project funds. Applicants can submit an application, cover letter, resume, and writing sample to the following address:

<http://www.encuestasurvey.com/index.php/794673>

Deadline: January 12, 2018