Haas Center for Public Service at Stanford University
Evaluation Assistant Job Description

*******Position to start Winter Quarter – January 2017*******

**Background:**
For three decades, the Haas Center for Public Service has served as a campus hub for undergraduate public service and a national model for how universities prepare students to be of greater service to the public. The Center inspires and prepares students to create a more just and sustainable world through service, scholarship, and community partnerships. The Center supports students in global service across diverse pathways: direct service, community-engaged learning and research, activism, philanthropy, public policy, and social entrepreneurship.

**Summary of Responsibilities:**
This position is for a student who will support evaluation and assessment efforts at the Haas Center for Public Service. The Evaluation Assistant will work closely with the Program Assessment and Data Analyst.

Duties are expected to include but not limited to:
- Meet with the Haas Center for Public Service Program Assessment and Data Analyst to determine data analysis and reporting plans for evaluation and assessment projects related to Cardinal Service.
- Assist with data management of raw quantitative and qualitative data from surveys, interviews, as appropriate (i.e. data entry, data clean-up, coding and compilation of data, etc.).
- Create tables, graphs, charts, etc. as needed in order to effectively convey survey findings to a lay audience.
- Assist with creation of individualized reports or PowerPoint presentations for Haas Center program staff.
- Interview Haas Center program staff about their program as part of the Center’s in-depth assessment and evaluation process; compile and summarize information into a report format.
- Keep thorough documentation on all analytical and reporting steps.
- Assist with communication with on/off-campus partners, as appropriate.
- Ensure confidentiality and privacy of all data and findings
- Other work may be assigned.

**Preferred Skills and Abilities**
- High degree of accuracy and attention to detail.
- Ability to communicate and interact effectively with diverse Haas Center constituencies including faculty, staff, students, community partners, alumni, and donors.
- Personal commitment to public service and to working with a diverse student population.
- Ability to manage time effectively and demonstrate reliable follow-through with projects.
- Strong computer skills, including familiarity with Microsoft Office (MS Word, Excel, Powerpoint, etc.).
- Excellent written, verbal, and interpersonal communication skills.
- Ability to learn quickly, particularly new data analytic systems and tools (i.e. Qualtrics, Dedoose or NVivo).
- Experience and demonstrated capacity of working both independently and in a team-oriented, collaborative environment.
- Experience and interest in evaluation/assessment, preferred.
- Experience with data management and databases preferred.

**Level/Pay Range**
Students are paid on an hourly basis within the established pay range, factoring in experience and skills.

**Hours**
To be determined

To apply, please forward a cover letter and resume/CV to Jo Wong at jowong@stanford.edu

Last Update: 11/30/2016