

California State University, Long Beach Research Foundation

Position Description

WORKING TITLE:	Research Associate-Program Evaluator
PAYROLL CLASSIFICATION:	Research Fellow II
DEPARTMENT:	NIH Build Award-CSULB Building Biomedical Research Program
STATUS:	Full Time/Benefited (Exempt)
REVISION DATE:	December 4, 2015
POSITION NUMBER:	2323

ESSENTIAL JOB FUNCTIONS:

Serve as the program Evaluator for the “CSULB Building Biomedical Research Program” funded by the National Institutes of Health (NIH)

Duties include, but are not limited to:

- Oversight of all aspects of program evaluation
- Lead the internal evaluation of the BUILD program and interface collaboratively with the Principal Investigators (PIs) and the BUILD Leadership team.
- Facilitate data acquisition for the Coordination and Evaluation Center, one of the members of the NIH Diversity Program Consortium along with the ten BUILD awardee campuses and the National Research Mentoring Network partner.
- Facilitate data acquisition for the Steering Committee (composed of the PIs, NIH Program Official and Project Scientist, and two external members) as required by them.
- Maintain data filing system(s) associated with the project and assist in data tracking to ensure completion of all data collection, entry, and analysis efforts.
- Provide training, supervision, and oversight of qualitative and quantitative data entry and analysis procedures.
- Plan and oversee the development of IRB proposals (and renewals), study instruments, recruitment and interviewing participants, and data analysis and reporting. Information from the BUILD planning grant will inform the materials and mixed methods used in the evaluation of the BUILD program.
- Submit IRB applications and renewals on a timely basis as needed for projects.
- Attend regular project planning meetings, develop evaluation plans, timelines, and weekly reports
- Conduct research trainings, webinars, and meetings for graduate research assistants, as necessary; assign tasks and ensure compliance with project related goals and objectives.
- Attend internal and external Advisory Board Meetings and project-related meetings.
- Represent the BUILD program along with PIs and Program Directors at functions and conferences related to BUILD.
- Work with the Office of Institutional Research to obtain data for project recruitment and management.
- Provide technical assistance to BUILD personnel regarding data collection and tracking, evaluation, and developing reports and presentations.
- Run data analyses and develop written reports as needed for progress reports, annual reports, and proposals.
- Additional duties, as assigned.

EDUCATION/KNOWLEDGE, SKILLS AND ABILITIES:

- PhD or doctoral degree in public health, social work, psychology or related discipline.
- Demonstrate bilingual oral and written proficiency in Spanish and English.
- Experience working with diverse Hispanic/Latino or other underrepresented communities in the US.
- Research experience, including development, implementation, and evaluation of research of longitudinal research designs.
- Demonstrate experience in qualitative and quantitative analyses with strong record in grant, manuscript, and poster presentations and peer-reviewed publications.
- Experience in university-based program evaluation.
- Experience as an evaluator and in writing and presenting data progress reports for federally funded student training programs and for a wide range of audiences.

Must be able to accept constructive criticism, prioritize work load, be professional and interact positively with others. Regular attendance required.

Employment is at-will and the position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon continual renewal of grant monies and availability of funds.

SEMI-MONTHLY SALARY: \$3229.16 - \$3437.50 per pay period (24 per year)

FILING DEADLINE: Open Until Filled

APPLICANT PROCEDURE:

Interested individuals should forward their cover letter, resume and completed employment application referencing the position number to CSULB Research Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at www.foundation.csulb.edu for [e-mail instructions](#). A separate application is necessary for each job opportunity posting. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Associate Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Associate Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE:

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes, but not limited to; California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

AFFIRMATIVE ACTION INFORMATION FORM

To the extent we are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or section 503 of the Rehabilitation Act of 1973, we comply with requirements to take affirmative action regarding qualified individuals with a disability, special disabled veterans, and veterans of the Vietnam era or other covered veterans. If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at anytime in the future. We also invite you to tell us now, or at anytime in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely.

Submitting this information is voluntary. Providing it or declining to provide it will not affect your employment in any way. The information will be used only in ways consistent with the law. It will be kept confidential, except that it may be used to determine necessary accommodations and to inform first aid/safety personnel or government officials enforcing applicable laws.

1. Name: _____
2. You may check any items applicable to you:

- Disabled - Anyone having any physical or mental impairment, which substantially limit one or more major life activities.
- Special Disabled Veteran - Veteran entitled to VA-administered disability compensation, or discharged from active duty because of a service-connected disability, for a disability rated at 30% or more, or rated at 10-20% where the VA has determined the veteran to have a serious employment handicap.
- Vietnam Era Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.
- Other Protected Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.
- Other Protected Veteran - Veteran who served on active duty during a war or in a campaign for which a campaign badge has been authorized. List of eligible campaigns can be found at www.opm.gov/veterans/html/vgmedal2.htm. Also, veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.
- Newly Separated Veteran - Veteran who served on active duty and was discharged or released within the last three years.

3. If you checked Disabled or Special Disabled Veteran, you may identify any reasonable accommodations we could make that would better enable you to perform the essential functions of the job properly and safely.

Signature: _____

Date: _____