University of Wisconsin - Madison

Position Vacancy Listing

PVL # 88088

Please Note: A change was made to this position announcement on 11/03/16

Working Title:
Research Specialist - Program Evaluation

Official Title:
SR RESEARCH SPEC(T16BN) or RESEARCH SPECIALIST(T16DN) or ASSOC RESEARCH SPEC(T16FN)

Degree and area of specialization:
Bachelor's degree or equivalent required in relevant discipline. Relevant disciplines include: public health, social sciences, social work, substance use, adolescent mental health, public policy, evaluation research or related field. Level of appointment will be contingent on relevant work history.

Minimum number of years and type of relevant work experience:
Relevant and progressive program evaluation and/or research experience preferred, particularly in the areas of adolescent mental health, substance use, and/or public health. Skills in data management, qualitative and quantitative research methods, and reporting will be required as part of this team. Knowledge of developing and analyzing surveys, as well as database development, is preferred.

REQUIRED:
1. Skills in program evaluation and/or research methods.
2. Evidence of organizational, analytical, and professional writing skills.
3. Ability to prioritize multiple tasks and assignments.
4. Knowledge of both quantitative and qualitative data collection methods.
5. Knowledge of data management, data entry, and data cleaning techniques utilizing software such as SPSS, SAS, or STATA, and database and spreadsheet software such as Microsoft Access or Microsoft Excel.

Principal duties:
Under the supervision of a Population Health Institute scientist or researcher, this position assists in evaluation research and applied research in a wide variety of population health-related areas, particularly adolescent mental health, substance use, and/or public health. Based on program
needs, the research specialist should be able to assist in culturally congruent evaluation and applied research in African American, Hispanic, Native American and other community settings. Research specialists will be assigned to specific projects based on current staffing needs. Assignments will change over time.

The position will support implementation of evaluation plans and studies, including data collection, data management, basic analyses and report preparations, and providing technical assistance to programs for continuous quality improvement. The position will work with the team in development of interim and final evaluation reports, presentations to key stakeholders, and publications based on findings. Additionally, this position will support evaluation of adolescent mental health, substance use, and/or public health programs across Wisconsin through the following:
- Coordinate the design, development, implementation, collection, analysis, and maintenance of data collection tools for use by evaluation staff and program partners to collect and analyze data for evaluation purposes.
- Conduct interviews and capture comprehensive notes related to the content of interviews for future analysis.
- Coordinate development of data summaries, reports, statistical tables, interpretation of data, and data utilization to support federal reporting requirements as well as program implementation and improvement.
- Provide technical assistance to local programs around planning, implementation, and use of appropriate evaluation and data collection systems.
- Review and analyze data collected to identify reporting inconsistencies and potential validity problems.

**Additional Information**

Start date can be modified to accommodate for a candidate receiving his/her Bachelor's degree in December 2016.

- Excellent written and oral communication skills.
- Attention to detail.
- Experience collecting quantitative and qualitative data including through surveys and/or interviews.
- Ability to maintain a schedule of evaluation tasks and meet deadlines.
- Ability to work collaboratively and in a team-oriented environment.
- Ability to manage small and large datasets, create codebooks, manipulate data (e.g., variable creation), move and merge data files from different platforms, clean and aggregate data and perform quality control.
- Ability to compute and disseminate descriptive statistics (frequency, crosstab, means, variances, correlation matrices, etc.).
- Statewide travel is required for this position. You must qualify to use a UW-Madison fleet vehicle by possessing a valid driver's license and meeting risk management standards, or have the ability to provide own transportation that meets UW-Madison risk management standards.
- This is intended to be a full-time position, but exceptions will be made for outstanding candidates who would prefer to work less than full time.
- One position may be located at the Department of Health Services.
The U.S. Department of Labor Fair Labor Standards Act (FLSA) new rules go into effect on December 1, 2016 (FLSA Threshold Rules). Based on these rules, if the person selected for this recruitment will earn less than the new salary threshold at December 1, 2016 ($47,476 annually), he/she will be an academic staff non-exempt employee, will be paid hourly and will receive overtime compensation for any hours worked over 40 in a workweek.

A criminal background check will be conducted prior to hiring.
A period of evaluation will be required

Employee Class: Academic Staff
Department(s): SMPH/POP HEALTH SCI
Full Time Salary Rate: Minimum $31,000 ANNUAL (12 months)
Dependent on Qualifications
Term: This is a renewable appointment.
Appointment percent: 50% - 100%
Anticipated begin date: DECEMBER 01, 2016
Number of Positions: 3

TO ENSURE CONSIDERATION
Application must be received by: NOVEMBER 23, 2016

HOW TO APPLY:
Send resume and cover letter to Primary Contact at address listed in this posting.
Questions about the position can be directed to:
Delaney Dustman Phone: 608-263-6294
Department of Population Health Sciences Fax: N/A
UW Population Health Institute Email: dustman@wisc.edu
610 Walnut St, 575 WARF
Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See RELAY SERVICE for further information.)

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

NOTE: Please indicate in writing if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identify and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).
UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Feedback, questions or accessibility issues: ohrwebmaster@ohr.wisc.edu

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