

**WASHINGTON UNIVERSITY SCHOOL OF MEDICINE  
JOB DESCRIPTION**

**DATE:** August 5, 2007

**REVIEWED:**

**JOB TITLE:** Evaluation Specialist/Professional

**JOB CODE:** G1523

**GRADE:**

**FLSA:** Exempt

**POSITION REPORTS TO:** Dr. Donna B. Jeffe, Director of the Tracking and Evaluation Program of the Clinical and Translational Sciences Award (CTSA) to Washington University

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**POSITION SUMMARY:** Position performs duties associated with the overall evaluation, tracking and reporting on the productivity of the Institute of Clinical and Translational Sciences (ICTS) program functions that will be conducted under Washington University's CTSA grant. As a member of the CTSA Tracking and Evaluation (T&E) Program, this position will be responsible for the coordination and implementation of projects, data collection and the management of data generated by the various program functions. ,

**PRINCIPAL DUTIES & RESPONSIBILITIES:**

**Essential Functions:**

1. Works under the Director's guidance to meet the tracking and evaluation objectives of the ICTS/CTSA and the evaluation research objectives that will be integral to the program's success.
2. Coordinates tracking and evaluation efforts of the various CTSA program function evaluation coordinators and the Administrative Core staff.
3. Enters and manages data collected from the various CTSA program evaluation coordinators, especially in coordination with the Biomedical Informatics Program to best integrate data being collected for tracking and evaluation of each of the ICTS Program Functions.
4. Assists with development of online questionnaires for the purpose of:
  - a. evaluating users' satisfaction with the various ICTS Program Functions resources,
  - b. trainees' evaluations of the various training programs,
  - c. performance evaluation of ICTS leadership, and
  - d. ICTS-resource users' overall evaluation of the ICTS.
5. Analyzes program-level and CTSA-level data for annual progress reports.
6. Helps to prepare progress reports and manuscripts with the CTSA collaborators.
7. May perform interviews, as needed, with users of the various programs' services to inform improvements in services provided.

**Other Functions:**

8. Clerical tasks as needed including answering phones, data entry, copying and faxing materials.

**JOB LOCATION/WORKING CONDITIONS:** Normal office working environment with necessary attendance at meetings at various locations across the Washington University campus and with our collaborators in and around St. Louis.

**CRITICAL SKILLS/EXPERTISE:** Working knowledge of techniques and methodologies used in developing, coordinating and managing evaluation research projects with working knowledge of database management, spreadsheet and statistical analysis software. Excellent verbal and written communication skills. Strong interpersonal skills.

**MINIMUM EDUCATION & EXPERIENCE:** Master's degree in education, public health, psychology or a related science with demonstrated course work and/or internship in evaluation research methods and 1 year experience in a research setting. Experience managing/coordinating large research projects preferred.

**RELATIONSHIP:** Maintains a working relationship with internal/external contacts. Key interactions will be with the CTSA program function evaluation coordinators.

**SUPERVISION:** None.

**NUMERICAL DIMENSIONS:** 15 CTSA program functions will be coordinated through the T&E component with a portion managed under this position.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel so classified.**

View position posting on the Washington University web site:

<https://www.wustlcareers.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1190217422147>