Senior Research and Evaluation Specialist  
Position Number #582370

The Partnership for People with Disabilities at Virginia Commonwealth University (VCU) invites applicants for the position of Senior Research and Evaluation Specialist. It is an exciting time to be at VCU and a great opportunity to join the Partnership team. VCU is a major public research university with a nationally acclaimed academic medical center and enrolling more than 31,000 students. We are looking for talented and energetic individuals who can help us reach for new heights in supporting the decision-making and analytic needs of the University. We welcome individuals with diverse experiences and backgrounds who will contribute to an already diverse community of faculty, staff, and students.

The core responsibilities of the Senior Research and Evaluation Specialist will be to plan, organize, and direct research and evaluation activities for programs at the Partnership for People with Disabilities, to develop and validate program strategies and best practice models for Partnership programs, and to secure external funding for research and evaluation projects.

This is a 12-month, professional faculty appointment reporting to the Associate Director of Research and Evaluation at the Partnership for People with Disabilities, Virginia’s University Center for Excellence on Developmental Disabilities at VCU.

The primary duties of this position include leading applied research, evaluation, and assessment studies on various programs to increase knowledge and promote best practices for supporting children and adults with disabilities and their families; assisting directors and program managers in defining appropriate research and evaluation agendas, goals, and measures required to implement and evaluate program services; acting as an organizational resource on questions related to relevant research and evaluation strategies; implementing funded research studies in compliance with funding agency standards; preparing and submitting VCU Institutional Review Board proposals; developing and managing research and evaluation grants and contracts; applying statistical expertise to select appropriate research designs including data sampling methods and collection procedures and analytical strategies; using qualitative and quantitative methods to research studies, including but not limited to regression analysis and weighting techniques; overseeing the preparation of reports and presenting findings on research and evaluation activities to management and national and local conferences as well as submitting manuscripts to peer-reviewed publications; assisting in the selection, supervision, direction, evaluation of staff, and ensuring their orientation, training and development; this position may function as project leader or supervise a small number of staff related to research and program evaluation; and will identify grant opportunities and prepare grant applications.
Required Qualifications: The ideal candidate will have a Master’s level degree in program evaluation, applied research methods, measurement and evaluation, public policy, public health, or other related field; 5 years of relevant professional experience; professional experience designing and implementing research and evaluation projects; strong knowledge of research and evaluation methods and design; strong analytical and quantitative skills and proficiency in SPSS, or other statistical program; excellent written and oral communication skills; strong project management skills and an ability to manage multiple deadlines concurrently; ability to work effectively in a team environment as well as independently with minimal supervision; must be proficient in MS Office, including Word, Outlook, Excel, and PowerPoint; have an interest in working with people with intellectual disabilities; excellent interpersonal skills; experience in securing external grants and contracts; and demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so as a faculty member at VCU.

Preferred: PhD in related field, and experience working with people with intellectual or developmental disabilities.

Application Process: To apply, please submit your application online at http://www.vcujobs.com. Your application must include: 1) an application letter describing how your education and employment experiences meet the required qualifications; 2) a complete and current vita, 3) three references who have knowledge of the skills, worked with or supervised the applicant whom we may contact directly (including telephone numbers and email addresses) as an “Other” document. To be considered you must meet all required qualifications. For questions, please contact Parthenia Dinora at 804/827-0016 or padinora@vcu.edu.

“Virginia Commonwealth University is an equal opportunity, affirmative action university providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran’s status, political affiliation or disability.”