Gephardt Evaluation, Assessment and Research (GEAR) Assistant

Position Summary
The Gephardt Institute for Civic and Community Engagement seeks a Gephardt Evaluation Assessment and Research (GEAR) Assistant to support assessment, evaluation, research and strategy for the institute. This a part-time position for full-time or part-time graduate students (at the Master's or doctoral level) The primary functions of this position are to manage various areas of responsibility related to the assessment of the Gephardt Institute’s programmatic efforts. As a GEAR Assistant, you will be responsible for managing projects related to assessment and evaluation of programs implemented by the Gephardt Institute.

Supervisor
Assistant Director for Strategy and Evaluation

Responsibilities
- Participate in a research team made up of other GEARAssistants and the Assistant Director of Strategy and Evaluation.
- Create and implement program assessment and evaluation plans, which include protocol development, instrument creation, data collection, and data analysis and reporting in collaboration with the Gephardt Institute staff.
- Collaborate with Gephardt Institute staff to develop new efforts in research and evaluation.
- Conduct and report on literature reviews, benchmarking, logic model edits, and/or data audits as assigned by the Assistant Director of Strategy and Evaluation.
- Facilitate presentations and learning opportunities for Gephardt Institute staff regarding assessment, evaluation, and/or research in higher education and civic and community engagement.
- Prepare analytical reports regarding outcomes of initiatives.
- Conduct feedback interviews with stakeholders, such as community partners and members of the Washington University community.
- Attend meetings and trainings, as directed by the supervisor.
- Responsible for short-term projects as assigned by the supervisor.
- Participate in Gephardt Institute events, programs, and services as directed by the supervisor.
- Perform other duties consistent with the purpose of the position as assigned.
**Expectations**
GEAR Assistants are part of the student intern team at the Gephardt Institute and participate in student staff meetings as well as other Gephardt events and meetings. GEAR Assistants are paid hourly and work 10-15 hours per week depending on their schedules. While GEAR Assistants will submit a schedule, the institute allows for flexible and remote work hours throughout the semester. GEAR Assistants are not expected to work on university holidays and have the option to work during student break periods when the university remains open.

**Required Qualifications**
- Experience in a nonprofit, higher education, education or related setting in evaluation, assessment, and/or research methods
- Graduate student (at the Master’s or doctoral level) in any of the academic schools at Washington University in St Louis
- Ability to synthesize literature and related information to inform evaluation approaches
- Navigate and research through Washington University’s library databases
- Proficiency in research-informed thinking and problem solving

**Preferred Qualifications**
- Experience in building systems and structures to support evaluation, assessment, and research efforts
- Database design and implementation (e.g. SQL, Microsoft Access)
- Quantitative, qualitative, and/or mixed methods analysis experience
- Data presentation in a succinct and intuitive manner
- Experience with and/or willingness to learn software for data input, analysis, and visualization (e.g. Excel, SPSS, SAS, NVivo, Atlas.ti, R, Tableau, Qualtrics)

**Application Process**
Applications are due online by **Monday, March 2 by 5:00pm.** To apply, please complete a [staff application form](#) through the Gephardt Student Internship Program website and submit a resume. Curriculum samples can be included and will be requested of finalists who are invited to interview. If you have any questions about the position or process to apply, please contact the Chief of Staff, Shruti Desai, at [shrutipdesai@wustl.edu](mailto:shrutipdesai@wustl.edu).