

Job Title of this Position	Evaluation & Research Assistant <b>WORK STUDY ELIGIBLE STUDENTS ONLY</b>
Name of Organization	College Success Foundation
Website	<a href="http://www.collegesuccessfoundation.org/">http://www.collegesuccessfoundation.org/</a>
Job Location Address	1605 NW Sammamish Rd Suite 200 Issaquah, WA 98027
Contact / Supervisor	Lorraine Solaegui, Director of Evaluation & Research
Phone Number	425-416-2005
E-mail	lsolaegui@collegesuccessfoundation.org
<u>Hourly Pay Rate</u> (indicate a range)	\$14-\$18, commensurate with academic standing, qualifications and experience
Employment Period	Summer Only [ ]      Academic Year [ ]      Summer & Academic Year [ X ] (7/1/2008- 9/23/2008)      (9/24/2008-6/12/2009)      (7/1/2008 – 6/12/2009) [7/1/2009-6/10]
Hours per week	Summer: full time program 40 hrs/wk [ X ] part time program up to 19 hrs/wk [ ] Academic Year: up to 19 hrs/wk [ X ]

**Nature of Business or Organization:**

The College Success Foundation (CSF) is an independent non-profit based in Issaquah that provides scholarships and support programs to improve the college degree attainment of low-income, high-potential Washington students. Since its founding in 2000, CSF has raised over \$300 million and provided nearly 5000 scholarships. In 2006 CSF replicated its model in the District of Columbia, and the DC College Success Foundation (DCCSF) is a supporting organization of the WA-based organization.

**Duties and Responsibilities:**

Contribute to the ongoing successful operation of the Evaluation and Research department. This position will support the major departmental functions which include: management of internal evaluation projects; development and leadership of the CSF organizational performance assessment/benchmarking plan and process; coordination with DCCSF regarding evaluation activities; coordinating with external evaluators; compiling and/or disseminating research and evaluation reports; managing data sharing agreements and data exchange with outside entities; and serving as an organization-wide resource in respect to evaluation and research issues, policies and practices. The position is based in CSF's Issaquah headquarters –8am-5pm work hours during summer, part-time hours flexible within standard 8am – 5pm work week once fall term begins.

**Minimum Qualifications:**

This position is open to graduate students and exceptionally talented undergraduates. Interest in educational research and evaluation; excellent organizational and time-management skills, including the ability to produce high-quality work on tight deadlines; discretion and judgment to work appropriately with confidential information; substantial experience working with Microsoft Excel and Word (Access experience a plus); and excellent writing skills. Successful applicants must pass a drug test and basic criminal background check prior to employment, and sign a data nondisclosure statement.

**Educational Benefits:**

Will gain broad experience in the practice of nonprofit program evaluation, as well as learn first-hand about key issues and challenges in the college access field. Depending on successful fulfillment of individual job duties and potential for mutual CSF-student benefit, there could be the opportunity to receive permission in the future (2010 at the earliest) to use selected CSF data for research purposes.

(For Work Study Office Use Only)

JOB NUMBER \_\_\_\_\_ REIMBURSEMENT RATE: FEDERAL \_\_\_\_\_ % STATE \_\_\_\_\_ %