

Job Title of this Position	Evaluation & Research Assistant – JumpStart Program TWO OPENINGS AVAILABLE WORK STUDY ELIGIBLE STUDENTS ONLY
Name of Organization	College Success Foundation
Website	http://www.collegesuccessfoundation.org/
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 [<input type="checkbox"/>] Academic Year [<input type="checkbox"/>] Summer & Academic Year [<input checked="" type="checkbox"/>] (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 [<input checked="" type="checkbox"/>] part time program up to 19 hrs/wk [<input type="checkbox"/>] Academic Year: up to 19 hrs/wk [<input checked="" type="checkbox"/>]

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:

Participate in a major evaluation project related to the JumpStart program, an initiative designed to boost academic attainment of CSF/DCCSF scholarship recipients who enter college in need of academic skill-building. Assist Director of Evaluation & Research with execution of all aspects of the 2009 program review. Duties will include survey design and management, transcript review and tracking, written/oral communication with internal and external project participants, issue research, data analysis, report preparation, file maintenance, process documentation, and other logistical/clerical tasks directly related to evaluation project administration. The two positions are 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:

These positions are targeted to graduate students in the College of Education or the Evans School. Must possess: at least a basic foundation in research methods; 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 substantial, targeted experience in evaluation project design and administration in the college access arena. 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 _____ %