

Posting Details

Posting Number: 0000281

Position Type: Staff

Position: ANALYST, ASSESSMENT AND IMPACT

Department: Center for Student Advancement (CSA)

Position Summary: The Analyst, Assessment and Impact, a new position at Colburn, will work with institutional leadership to develop internal evaluation and data collection protocols and administer thought leadership programming in the newly formed Center for Innovation and Community Impact (CICI). This includes working with all units of the institution to help implement systems for tracking progress of student learning and programmatic activity, collecting data, and reporting out on campus-wide impact. In addition, they will coordinate the institution's speaker series, produce professional development workshops for community partners, and coordinate the Center's summer intensives. Reporting to the Dean for Community Initiatives, the Analyst will collaborate with faculty, students, staff, and external stakeholders and work closely with the communications and advancement departments to elevate Colburn's public profile and increase support for the School, and ultimately enhance Colburn's community impact.

Work with Dean for Community Initiatives to set the overall approach for assessment and impact at Colburn and develop the process for collecting data.

Work with Colburn's advancement team to align data collection strategy for grant applications and reporting and individual donor cultivation and stewardship, to help advance the Center's fundraising goals

Work with communications team to create dashboards/scorecards that demonstrate Colburn's impact and reach. Build intentional connections between programmatic outcomes (individual and collective) and Colburn's external communications strategies to advance understanding of the school's commitment to evidence-based learning

Essential Duties and Responsibilities: Serve as Colburn's resource on impact and reporting trends in the field of performing arts, education, and arts and social justice; connect Colburn's strategy and impact with these trends and seek opportunities for Colburn to inform sector-based thought leadership

Work with the Dean for Community Initiatives to advise staff involved with any major programmatic or strategic evaluation.

Coordinate programming within the Center for Innovation and Community Impact, including an annual CICI speaker series (4-5 events per academic year), professional development activities (4-5 events per academic year), and summer intensive programming.

Works collaboratively with graduate assistants and external evaluators and consultants, as needed.

Comply with all Policies at Colburn

Perform other duties as assigned

Education and/or Experience Requirements:

Bachelor's Degree or equivalent experience preferred

2-4 years of work experience in a relevant role. Ideal candidate's prior experience would be in the field of education, arts administration, consulting, or related research.

The ideal candidate will have demonstrated the ability to effectively:

Conduct evaluation research and data analysis to inform strategy development

Use qualitative and quantitative evaluations and be able to switch between strategic and practical thinking with exceptional analytical skills

Communicate concepts, research findings and data interpretations, and use this information to evolve program strategy and implementation

Collaborate with a wide-range of stakeholders, i.e., School deans and program directors, faculty, executive leadership, staff peers, direct reports, and board members

Work with institutional leadership to develop tools, practices and processes to promote strategic learning for continuous improvement across the institution including mid-course strategy reflections and reviews

Understand the performing arts education field and the overall landscape including relevant national policies, nonprofit organizational structure (including financials), public policy and outcome measures/evaluation methodologies aimed at assessing program effectiveness

Produce community-based programming, including program design and all aspects of implementation

Prepare written materials for a variety of stakeholders including board members, civic and education leaders, and nonprofit and community groups and policy-makers

Maintain excellent organizational skills and attention to detail

Maintain accurate detailed records in varying formats. databases, Excel, visual representations, and narrative forms

Promote high standards of ethical conduct and behaviors consistent with organizational standards

Manage time effectively in a deadline-driven, complex environment

Maintain confidentiality

Display a sense of professionalism, flexibility, positivity, humor, and contribute to a collegial, respectful, and supportive office environment

Computer Skills:

Other skills and abilities required:

Posting Date: 05-24-2019

Closing Date: Open Until Filled

Special Instructions to Applicants:

For additional support, please visit <http://peopleadminsupport.com/5-8/>