

College Readiness Research Manager

General Description

The College Readiness Assessment Research Manager (Manager) works with Springfield City School District administrators and teachers, Champion City Scholars Program Staff, the GEAR UP Director, and selected students and families to develop and implement an assessment of non-academic college readiness skills. The project's goal is to create an, administer, and analyze assessment of college-bound students' study skills, work ethics, understanding of college systems, etc. This work is funded through an initial grant from the Jennings Foundation for the 2010/2011 school year, and so the work will require initiative and collaboration.

Qualifications

College degree and experience in counseling, education (high school and/or college), and/or business management with strong interpersonal skills, communications skills, organizational skills, and computer skills (Excel, Word, and Power Point at a minimum). Demonstrated competence in working in partnership with individuals from several organizations, students, and families is highly desired. The position will begin immediately on a part-time, one-year appointment. The Manager will work as an independent contractor approximately 45 days (366 hours) between August 2010 and September 2011, at an hourly rate of \$25 per hour. Office space, supplies, and some administrative support will be provided.

Assessment Tool Development

- Coordinates research into existing college-readiness assessment tools.
- Coordinates planning meetings.
- Manages development of on-line assessment (survey)
- Develops database and tracking tools.

Implementation of Assessment Tool

- Drafts communications materials and consent forms.
- Works with middle schools and high school to develop assessment schedules
- Works with technology department to prepare for online assessment.
- Plans, coordinates, and manages assessment of college-readiness in 200 to 500 students in middle school and high school.
- Analyzes and shares results of assessment with local partners.

Management and Reporting

- Manages budget, purchasing, and financial reporting
- Responsible for communications to all project partners, meeting planning, agendas, and minutes.
- Drafts grant evaluation reports
- Makes presentations of results to local partners.
- Identifies opportunities for improvement of assessment process
- Researches and identifies additional grant opportunities

Other Duties As Assigned