

Position Description

VISTA Program and Research Position

Date: November 2017

Function: To build the capacity of the **Riley Institute at Furman University** and the **Jefferson Awards Foundation** to combat poverty across South Carolina by developing a system to better collect data, assess outcomes, and build partnerships that enhance the effectiveness of our programs. VISTA is not an employee of Furman University but will serve as part of the AmeriCorps VISTA program. Specific responsibilities are listed below.

Responsibilities:

Development of an outcomes measurement tool to evaluate student-level attitude and behavior change as a result of their participation in the Jefferson Awards Foundation's Students In Action (SIA) program, utilizing the expertise of the Riley Institute.

- Research and create a measurement tool, such as a pre- and post-assessment, for evaluating student-level outcomes.
- Pilot the use of this measurement tool with students participating in the SIA program.
- Evaluate the data collected through this tool and determine its effectiveness at assessing behavior change among students.

Development of a strategic plan for piloting a middle school track of the Students In Action program.

- Research and develop an age-appropriate curriculum for middle school students in line with the program goals of the current SIA program for high schoolers
- Build partnerships with key community stakeholders who will be integral to implementing a middle school track of SIA
- Create a timeline for rolling out a middle school track of SIA and a handbook for implementation, including an outcomes measurement tool

Enhancement of the Riley Institute's *WhatWorksSC* clearinghouse of promising and evidence-based education programs from across the state.

- Synthesize existing information and data on promising programs and initiatives occurring across the state that help empower students and school personnel to combat poverty.
- Organize all programs and initiatives into the *WhatWorksSC* clearinghouse so information about promising programs and initiatives is readily available.
- Assist with marketing efforts to ensure information related to the *WhatWorksSC* clearinghouse and the impact of its programs and initiatives is shared statewide.

Development and implementation of the Riley Institute's Evaluation Capacity Building Program (ECBI).

- Develop curriculum, learning materials, timelines, and deliverables for ECBI training modules and individual organizational consulting sessions.
- Create publicity and informational materials for ECBI cohort organizations surrounding their participation in the initiative.
- Build partnerships with ECBI organizations.
- Create a plan for the execution of training module sessions and follow up meetings.

Reports To:

- Research Director, Center for Education Policy and Leadership, Riley Institute
- State Director, South Carolina, Jefferson Awards Foundation.

Work is performed independently and non-routine issues or questions are referred to the supervisor.

Education/Skill Requirements:

- Bachelor's degree required and some relevant experience preferred.
- Experience in office software, including word processing (Word), spreadsheets (Excel), and PowerPoint required. Experience in SPSS, Qualtrics, or other research-related software preferred.

Work Conditions: Work is performed under usual office conditions. Occasional evening work is required when assisting with events.

Position Details: Position begins on February 20, 2018 with the required VISTA Pre-Service Orientation (PSO). Full time during regular business hours. Twelve-month position with the possibility to extend to two additional years.

Application Details: Please submit resume and cover letter as soon as possible to Dr. Brooke Culclasure at brooke.culclasure@furman.edu or to Heather Love at h.love@jeffersonawards.org.

Compensation Package:

- Living Allowance: \$472.22/bi-weekly
- End of Service Award: Education - \$5,815 Voucher **OR** Cash Stipend - \$1,800
- Healthcare Allowance (if eligible)
- Childcare Allowance (if eligible)
- Relocation Allowance (if eligible)
- Training

VISTA Benefits of Service link: <https://www.vistacampus.gov/in-service/benefits-service>