Assistant Director, Research and Evaluation  
Mastercard Foundation eLearning Initiative  
(Job Number: 66517BR)

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<th>Campus Location</th>
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<tr>
<td>Full-Time/Part-Time</td>
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<td>Grant Funded Position</td>
<td>This is a grant-funded position and is contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>Depends on experience</td>
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<td>Close Date</td>
<td>April 2, 2021</td>
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<td>Job Description</td>
<td>Arizona State University is a co-implementing partner for the Mastercard Foundation’s Scholars Network eLearning Initiative. This grant-funded initiative will support African higher education institutions, in the Foundation’s Scholars Program network, develop capabilities and resilience to deliver high quality and inclusive eLearning so as to enable all students, including those who face additional barriers, to successfully pursue their studies from anywhere. Phase 1 of the project will take place over 18 months and will involve approximately 9-13 institutions across 6 African nations. Phase 2 of the project is contingent on Phase 1 performance and will focus on scaling activities more broadly across the African continent. Under the supervision of the MasterCard Foundation eLearning MERL Director, the Assistant Director in Research and Evaluation will assist in the monitoring, evaluation and research activities of The Mastercard Foundation eLearning Initiative to ensure that the goals and objectives of the program are met. This position will require international travel and some evening and weekend work.</td>
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| Essential Duties | • Reports to the eLearning MERL Director.  
• Assists with the planning, coordination, and implementation of the Monitoring, Evaluation, Research and Learning activities for the Mastercard Foundation eLearning Initiative, including research design, data collection, and data analysis.  
• Assists in quantitative and qualitative data analysis.  
• Assists with the preparation of programmatic reports, and other presentation/publication materials on evaluation and research findings for a variety of audiences including the MasterCard Foundation, the program implementation teams at ASU, and broader academic and professional audiences.  
• Trains and supervises Graduate Research Assistant to ensure data collection, analysis, and reporting needs are met.  
• Maintains working knowledge of ASU IRB guidelines and procedures.  
• Manages correspondence with IRB and maintains data in accordance with IRB guidelines and procedures.  
• Liaises with other campus and university-wide units and programs as needed  
• Compiles MERL data for eLearning Initiative narrative reports as needed.  
• Supports the design of data collection and analysis plans for other CASGE programs as needed/available.  
• Assists in overseeing the implementation of the MERL budget. |
- Conducts and assists with the development of long- and short-range goals.
- Develops, maintains, and implements MERL policies and procedures.
- May act in place of the Director in that person's absence.

### Minimum Qualifications
Bachelor's degree in a field appropriate to the area of assignment AND six (6) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Ten (10) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications
- Evidence of a PhD degree in a related field.
- Experience in working within a team
- Experience and graduate training in quantitative and qualitative data analysis within a related field.
- Experience with complex data sets including cleaning and analyzing large data sets.
- Experience designing and conducting evaluation and/or research with diverse populations.
- Experience developing and delivering data presentations and reports to diverse audiences.
- Experience in international research and international program evaluation experience in the education sector.
- Experience with African cultures and experience living, working or studying in Africa.
- Experience with evaluation of online learning environments and programs.
- Knowledge of the principles and practices pertaining to the assigned department.
- Knowledge of management and supervisory principles and practices.
- Knowledge of budget management methods and techniques.
- Knowledge of strategic planning principles and practices.
- Skill in problem solving and decision-making.
- Skill in planning, analyzing and coordinating activities and establishing priorities.
- Skill in effectively managing, supervising and evaluating assigned staff.
- Skill in program evaluation design and development.
- Skill in budget preparation and forecasting.
- Skill in both verbal and written communication.
- Skill in establishing and maintaining effective working relationships with diverse partners in international higher education settings.

### Working Environment
- Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking.
- Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds.
- Ability to clearly communicate verbally in English, read, write, see and hear to perform essential duties.
- Regular review of completed tasks.
- The work can be completed remotely as needed.
- This position will require international travel and some evening and weekend work.
| Department Statement | ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,600 educators annually.  
MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy.  
MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.  
MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.  
MLFTC values our cultural and intellectual diversity and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of the academic community. |
| ASU Statement | Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.  
ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree  
AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.  
Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.  
**Notice of Availability of the ASU Annual Security and Fire Safety Report**  
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456. |
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<tr>
<th><strong>Relocation Assistance</strong></th>
<th>For information about schools, housing, child resources, neighborhoods, hospitals, community events, and taxes, visit <a href="https://cfo.asu.edu/relocation-services">https://cfo.asu.edu/relocation-services</a>.</th>
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<td><strong>Employment Verification</strong></td>
<td>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</td>
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<td><strong>Fingerprint Check Statement</strong></td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<td><strong>Instructions to Apply</strong></td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. Only electronic applications are accepted for this position. <a href="https://cfo.asu.edu/applicant">https://cfo.asu.edu/applicant</a></td>
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