# Director, Monitoring Evaluation Research and Learning Lead

**Mastercard Foundation eLearning Initiative**  
*(Job Number: 66518BR)*

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<tr>
<th>Campus Location</th>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<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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**Job Description**

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 general direction of the Mary Lou Fulton Teachers College and the Center for Advanced Studies in Global Education (CASGE), and in direct collaboration with Ed Plus, Global Academic Initiatives, University Design Initiatives and the eLearning Project Director, the MERL director will oversee 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.

**Essential Duties**

- Leads the Mastercard Foundation eLearning Initiative’s Monitoring, Evaluation, Research and Learning (MERL).
- Reports to the CASGE Director and oversees the MERL Team.
- Supervises Assistant Director, MERL.
- Leads the planning, coordination and implementation of the monitoring, evaluation and research activities of the eLearning Initiative and oversee the reporting of learning to Mastercard Foundation.
- Leads qualitative and quantitative data collection, analysis.
- Collaborates with appropriate university offices to develop and implement the eLearning Initiative.
- Leads the preparation of financial and administrative reports; analyzes and interprets statistics, financial data, and management planning data for predicting resource needs and developing long range plans.
- Prepares reports and keep records related to goals, contexts, objectives and strategies of the eLearning Initiative; in addition, develops and recommends new or revised program goals and objectives, as appropriate.
- Leads evaluation and reporting efforts; evaluates program effectiveness to develop improved methods; determines evaluation methodologies and implements; analyzes results and recommends appropriate action.
- Leads trip(s) to Africa to ensure monitoring and reporting goals are met and institutional capacity building around MERL activities are achieved
- Serves as central point of contact (both internal and external) related to MERL activities and reporting of the eLearning Initiative MERL activities
- Supervises a MERL team, ensuring quality services are provided to The Mastercard Foundation eLearning Initiative
- Responds to inquiries from eLearning Leadership, ASU and The Mastercard Foundation in a timely manner
- Develops and facilitates special workshops related to program monitoring, evaluation, research and learning
- Facilitates internal and external reporting and sharing of program information.
- Encourages innovation amongst eLearning MERL team in pursuit of excellence of eLearning Initiative
- Collaborates with MCF Scholars Program, Baobab and CASGE staff to support special projects and programs as needed

**Minimum Qualifications**

Bachelor’s degree in a field appropriate to the area of assignment AND eight (8) years of related administrative experience, which includes five (5) years of supervisory experience; OR, Twelve (12) years of related administrative experience, which includes five (5) 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 Doctorate in a related field.
- Experience in coaching and mentoring others
- Experience designing and conducting evaluation and/or research with online populations.
- Experience in leading the development and delivery of data presentations and reports to diverse audiences.
- Experience in international research and program evaluation experience in the education sector.
- Experience with African cultures and experience living, working or studying in Africa.
- Experience in online learning environments and systems
- Experience in maintaining a high degree of confidentiality
- Strong and collegial interpersonal skills and an ability to communicate effectively in person, writing, phone and virtual meetings
- Demonstrates knowledge of the principles and methods of program evaluation
- Experience in leadership behaviors and abilities
- Experience in rapidly adapting and effectively utilize new technology, practices, policies and methods
- Experience in interpreting monitoring and evaluation needs and determine when referral to other University resources is appropriate
- Experience in designing presentation materials and giving oral presentations in group settings
- Demonstrates knowledge of ASU academic structure and organization as well as various academic programs, colleges and departments
- Experience in working both independently and as part of a team
• Experience in problem solving and taking initiative and set priorities while being flexible
• Experience in work that requires attention to detail and thoroughness in completing assigned duties

**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](http://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.

Relocation Assistance – For information about schools, housing, child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services).

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<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Fingerprint Check</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>Statement</td>
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<td>Instructions to Apply</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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