

## Program Evaluation Assistant

15-20 hrs a week

\$15-18/hr

September 2019 through May 2020, preferably through August 2020

Wisconsin's Collaborative Approach to Colorectal Cancer (CRC) Screening seeks to decrease disparities in CRC screening, CRC incidence, and mortality through partnerships and implementation of evidence-based interventions within Federally Qualified Health Centers (FQHC). This CDC-funded project housed at the Center for Urban Population Health is seeking an assistant to support a wide range of program evaluation activities during the final year of the grant. Tasks/responsibilities include:

- Data entry
- Data management and quality assurance
- Quantitative data analysis (descriptive)
- Chart creation and other data visualization for reports
- Conduct qualitative interviews with FQHC staff
- Compile new and existing information/data into case studies
- Conduct literature reviews for manuscripts
- Participate in internal team meetings

Required skills and experience:

- Currently enrolled in an undergraduate or graduate program
- Proficiency in Excel for data management, basic quantitative data analysis, and data visualization
- Attention to detail
- Strong organizational skills
- Ability to work independently
- Ability to work collaboratively on a team
- Ability to think critically and problem solve
- Ability to prioritize and manage shifting priorities
- Proficiency with Microsoft Word and Powerpoint
- Familiarity searching academic literature databases
- Ability to critically review literature
- Strong verbal and written communication

Desired skills and experience:

- Ability to streamline processes and optimize tools

- Proficiency in SPSS or SAS for descriptive and inferential data analysis or willingness to learn
- Proficiency in Microsoft Publisher
- Strong data visualization and data dissemination skills or willingness to learn
- Strong report writing skills
- Interest in program evaluation, quality improvement, public health, and/or health services

For more information about the Center for Urban Population Health, please visit: <http://www.cuph.org/>

**To apply, please submit a resume and 3 references to:**

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