Evaluation Assistant
*Bilingual preferred – English and Spanish.*

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Support ethical treatment of human evaluation and research subjects. Complete related training as required.
- Assist in the development of evaluation instruments.
- Participate in the preparation and execution of data collection and analysis activities including literature reviews, data collection, and data analysis as assigned.
- Compile preliminary evaluation findings.
- This position is ☒ non-exempt, paid ☐ hourly ☐ exempt, paid ☐ salaried
- This position is ☐ regular full-time ☐ regular part-time ☐ special project ☒ on-call, scheduled for <19 hours/week.

**Working Conditions:**

- Assume some evening, weekend, and holiday work.
- Physical Demands: 60 % Sitting  30 % Standing  10 % Lifting/Carrying/Pushing/Pulling 5-10 Pounds.

**KNOWLEDGE/SKILLS/ABILITIES:**

**BASIC REQUIREMENTS:**

- Strong oral and written communication skills appropriate to the position. Ability to interface well with fellow paid and unpaid staff, audiences, and partners in professional, education, and evaluation settings.
- Strong organizational, analytical, and problem-solving skills as appropriate to the position.
- Ability to effectively work independently in completing assigned project tasks and to collaborate with teams on multiple, simultaneous, diverse tasks with a concern for accuracy and presentation. Includes ability to learn quickly and meet deadlines.
- Basic knowledge of experimental design and data collection methods.
- Basic knowledge of qualitative data collection methods and analysis.
- Basic understanding of descriptive and inferential statistics.
- Hands-on experience with word processing, spreadsheet analysis, database management, statistical software, computer graphics, and electronic data collection tools and demonstrated proficiency with at least two of these software types.

**EDUCATION & WORK EXPERIENCE:**

**BASIC REQUIREMENTS:**

- Bachelor's degree, preferably in sciences, behavior, museum studies, education, communications, or equivalent combination of education and experience.
- Demonstrable basic experience in behavioral research (e.g. literature searches, data collection, data management, data analysis, data interpretation, and data reporting.

**PREFERENCES:**

- Previous experience in museum evaluation.
- Basic understanding of audience research, cultural accessibility, physical accessibility, and safety.
- Basic understanding of museum experiences (exhibits and programs) and the science, technology, engineering, and math learning involved.
- Bilingual preferred – English and Spanish.
- Experience working with people in a public venue.
ADDITIONAL REQUIREMENTS/PREFERENCES; INCLUDING LICENSES AND CERTIFICATIONS:

BASIC REQUIREMENTS:

- Pre-employment and/or pre-duty checks, such as criminal background check and reference checks.

To apply for this opening and be considered, please read all of the information below and follow the application instructions carefully.

- Please complete an OMSI employment application.
- If you are interested in more than one position, you must submit a separate application for each position. All materials submitted become the property of OMSI and will not be returned.
- If you send an application without specifying an open position, it will not be considered and we will not retain it.
- If you send a resume without completing an application for an open position, it will not be considered and we will not retain it.
- You have the option to include a resume of your work experience and a cover letter with your completed application.
- You must also meet ALL the basic requirements listed on our job postings.

Pay Range: $11.51-$14.10 per hour

Position open until filled.