

<b>JOB TITLE:</b>	#1293 Program Associate, Evaluation
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	Minnesota History Center, 345 Kellogg Boulevard West, St Paul, MN 55102-1906
<b>SALARY:</b>	\$3,407.00 monthly minimum
<b>STATUS &amp; HOURS:</b>	Full-time, project (2,088 annual hours) position with an expected end date of June 30, 2017. Renewal dependent upon funding and program need.
<b>CLASSIFICATION:</b>	O8L Professional
<b>HIRING MANAGER:</b>	Digital Learning & Assessment Manager
<b>POSTING DATE:</b>	May 26, 2016
<b>DEADLINE DATE:</b>	Application materials must be received by June 10, 2016.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate, Evaluation to plan, develop and implement evaluation methods to support institutional decision-making and stakeholder communications; to help build MNHS staff evaluation capacity; and to coordinate Education Division evaluation activities.

**SUMMARY OF WORK:** 1) plan, develop, and implement evaluation methods to support institutional decision-making and stakeholder communications; 2) provide institutional leadership and support in building MNHS evaluation capacity; 3) coordinate Education Division evaluation activities; and 4) provide lead work direction and training to staff, volunteers and interns.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree plus three years program experience or equivalent OR an advanced degree plus two years program experience or equivalent.
- Minimum two years experience working within the principles and practices of informal learning environments, such as design, development, delivery or assessment of museum educational programs.
- Two years experience developing and implementing a variety of evaluation instruments, including surveys, focus groups, tracking and timing, etc.
- Knowledge of social science research and evaluation methods and analysis (e.g. instrument/protocol design, sampling, data analysis, data interpretation, etc.)
- Demonstrated ability to work effectively with people from diverse backgrounds in a team environment.
- Excellent written and oral communication skills.
- Demonstrated ability to manage multiple projects simultaneously.
- Strong skills in project management and resource planning.

**DESIRABLE QUALIFICATIONS:**

- Advanced degree in education, social sciences, or related field.
- Knowledge of education theory.
- Knowledge of current practices and trends in visitor studies.
- Familiarity with human subjects research ethics.
- Familiarity with research design, measurement and analysis that shows sensitivity to diversity and diversity issues.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://www.mnhs.org/jobs)), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

**Applications will be acknowledged**

**- No phone calls please -**