



Grant Evaluator

Technical College System of Georgia

Office of Information Technology and Data Resources (ITDR)

Entry Salary: \$80,000-\$85,000

Location: 1800 Century Place NE, Atlanta, GA 30345

The position is open to all applicants that meet the minimum qualifications below. This position is grant funded.

The Technical College System of Georgia (TCSG) is seeking highly qualified applicants for their fulltime **Grant Evaluator** in the **Office of ITDR**. This position will develop a framework for ensuring equitable access and outcomes in advanced manufacturing at TCSG, as part of four-year federal grant. The Grant Evaluator will publish evaluation reports and provide recommendations on best practices for grant-funded activities.

RESPONSIBILITIES

- Designs and conducts evaluations of TCSG's advanced manufacturing programs to assess impact with meeting program priorities and goals;
- Analyzes evaluation data and prepares reports on findings regarding program impact, including identifying areas for improvements and strengthening activities to meet goals and priorities;
- Searches, synthesizes, and interprets information and evidence relevant to equity of access and outcomes in advanced manufacturing at the technical college level;
- Reviews literature, analyzes studies, assess practice-based research, and collaborates with subject matter experts (SMEs) to make recommendations for process, procedures, interventions, programs, and/or policies related to addressing advanced manufacturing programs;
- Prepares reports in requested format within requested time frame;
- Works with management and staff to determine strategic positioning and to eliminate duplication of processes;
- Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Maintains up-to-date with policies, procedures, and state or federal laws that may impact advanced manufacturing relationships initiatives; and

- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field ***and*** Two (2) years of work related experience

PREFERRED QUALIFICATIONS

- 2+ years conducting education research and publishing reports and infographics
- Intermediate-level skill in the Microsoft Office suite and statistical software package, such as Stata

TECHNICAL COMPETENCIES

- Knowledge of personal best practices, rules, and testing needs
- Ability to break larger tasks into manageable smaller tasks
- Skill in the operation of computers and job related software programs
- Organizational skills
- Project management skills
- Oral and written communication skills
- Leadership skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

HOW TO APPLY

Interested parties should apply at Team Georgia Careers, [Team Georgia Careers Website](#)

Applications will be accepted until June 30, 2023. Due to an anticipated large volume of applications, only those who receive an interview will be notified of the status of the position.

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (404) 679-1759.

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