

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Measurement and Evaluation Specialist  
Code: 14503  
Salary Grade: 56  
FLSA Status: Exempt  
Department/Division: Kinesiology, Health and Nutrition/COEHD  
Reports To: Research Program Coordinator

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## *Summary*

- Function: To perform professional level research assignments.
- Scope: Responsible for evaluation, selection, and application of standard research techniques used in routine research.

## *Duties*

- Typical:
  1. Assists with community engagement and study participant recruitment
  2. Assists with coordination of data collection and process evaluation with community partners
  3. Implements data collection protocols to measure anthropometric (height, weight, and body fat percent), behavioral (physical activity, sedentary activity, and nutrition), and psychosocial (social support and acculturation) outcomes and conduct process evaluation (program feasibility and fidelity) for a preschool obesity prevention study
  4. Processes accelerometry data
  5. Translates parental behavioral and psychosocial measures into Spanish
  6. Trains and supervises student workers for conducting measurement and evaluation
  7. Conducts post-study focus group discussion in English and Spanish
  8. Coordinates and supervises student workers in data entry and quality check
  9. Maintains study database
  10. Performs other duties as assigned
- Periodic:
  1. Works on assigned special projects
  2. Develops quarterly and annual reports on study participant accrual and retention

## *Education*

<b>Required</b>	<b>Preferred</b>
Master's Degree from an accredited institution in the field of Kinesiology, Health, Nutrition or related field.	Graduate course work in health program planning, research methods, program evaluation, exercise physiology, health behaviors, nutrition, early childhood education, and qualitative method

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Flexible and organized, able to meet deadlines.	Experience working in school settings.
Demonstrate excellent verbal and written communication skills	English and Spanish bilingual.
Ability to coordinate a number of complex on-going activities and projects	
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of related research experience.	Experience conducting health assessment and screening in community settings
	Experience in preschool education
	Experience with plate waste method and 24-hour dietary recalls

***Equipment***

<b>Required</b>	<b>Possible</b>
Microsoft Office Professional Suite.	Experience using digital weight scale, stadiometer, bio-impedance analyzer, and accelerometer

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Requires travel off-campus for site work.

***Supervision***

<b>Received</b>	<b>Given</b>
Specific instructions on assignment objectives and possible solutions from study coordinator.	Supervises the work of student workers or research assistants.

***Accuracy***

Proficiency in all phases of the duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.