

## Mount 101 Program Evaluator Job Description

Mount Saint Vincent University (the Mount) is looking for a Program Evaluator to evaluate the efficacy of the *Mount 101* program and the effects it has on student retention and success.

*Mount 101* is a student transition program that was developed by the Mount, with funding support from the Windsor Foundation and the Harrison McCain Foundation. Starting in September 2018, *Mount 101* is required for all incoming Mount undergraduate students, including mature and transfer students (approximately 800 students enrolled for the 2018-19 school year). The program consists of two components: an online student success program hosted in Moodle and a peer mentorship program. The online component has three parts that the students complete at their own pace: Welcome to the Mount (an introduction to the Mount and its services as well as how students can use these services), Preparing for Class (focus on Study Skills, Active Learning, and Reading Skills), Engaging in Research and Writing (an introduction to research skills and the processes of writing). Each student is also matched with a Mount Mentor (a senior undergraduate student) who is available as a support to help students make the transition to the Mount.

Reporting to the Mount 101 Committee (a six-person committee led by the Vice-President Academic and Provost and Associate Vice-President Student Experience), and working with the Mount 101 Program Coordinator, the Program Evaluator will be responsible for implementing the evaluation framework, designing evaluation questions, reviewing provided data, as well as collecting and analyzing data, and presenting findings and recommendations in a written report. Key tasks include:

- Implementing the evaluation framework established by the Mount 101 Committee.
- Designing questions for focus groups and end of year surveys.
- Conducting focus groups.
- Collecting, merging, and analyzing data from a variety of sources, including focus groups, the online survey data analytics and student responses, the Office of Institutional Analysis, and the Mount 101 online program.
- Presenting findings and recommendations in a written report, as well as a graphic presentation to aid in knowledge translation.

Applicants must have a graduate degree in a relevant field, a strong background in statistical and qualitative analysis, and experience conducting program evaluation.

This is a 3-month contract, ending May 1, 2019.

Interested applicants are invited to provide a one-page letter of intent with a tentative plan, timeline, availability, and estimated cost of the project, along with a resume. Deadline for applications is January 21, 2019.

Contact person: Dr Elizabeth Church, Vice-President Academic and Provost:  
Elizabeth.church@msvu.ca