



Graduate Assistant - Evaluation

REPORTS TO: EVALUATION COORDINATOR
LOCATION: REMOTE IN SOUTH CAROLINA

STATUS: PART TIME
CLASSIFICATION: NON-EXEMPT

I. Position Summary

This graduate assistantship is ideal for a self-starting public health or education graduate student who is interested in gaining applied evaluation experience in a nonprofit setting. The Evaluation Graduate Assistant will report to and work closely with Fact Forward's Evaluation Coordinator to support data collection, data entry, and analysis activities for various statewide programs. This position requires strong attention to detail, proficiency in Microsoft Excel and survey platforms, and the ability to work independently with minimal supervision. The graduate assistant must be available at least three days per week (Monday–Friday) during regular business hours (8:00 AM–5:00 PM) and may work up to 20 hours per week.

II. Duties and Responsibilities

Evaluation & Data Support

- Support routine and ad hoc data entry and cleaning tasks for ongoing programs and evaluation activities.
- Assist in administering, monitoring, and exporting surveys from platforms such as Alchemer and SurveyMonkey.
- Help with organizing and managing evaluation files in Google Drive.
- Compile and summarize evaluation data using Microsoft Excel and Google Sheets.
- Support data visualization efforts, such as creating charts, graphs, or infographics for internal and external reports.
- Participate in internal team meetings related to evaluation planning, data management, and quality assurance.
- Assist with qualitative data coding or organizing open-ended responses when needed.

Administrative and General Support

- Help coordinate logistics for focus groups, interviews, or survey distribution.
- Conduct basic literature reviews or secondary data searches to support evaluation projects.
- Support documentation of data collection protocols and standard operating procedures.
- Maintain confidentiality and data integrity at all times.

III. Skills and Abilities

Skills

- Demonstrated proficiency with Microsoft Excel, Google Sheets, and Google Drive
- Experience with SurveyMonkey and/or Alchemer
- Excellent written and verbal communication skills
- Strong organizational skills and meticulous attention to detail
- Ability to manage multiple tasks and meet deadlines independently

Abilities

- Work effectively with staff and stakeholders in a remote environment
- Apply logic and consistency when entering and reviewing data
- Learn and adhere to evaluation and data collection protocols
- Exercise sound judgment and maintain confidentiality
- Be resourceful, self-motivated, and proactive in problem-solving

IV. Education and Experience

This assistantship is intended for a graduate student enrolled in a master's program in public health, education, evaluation, social sciences, or a related field. The ideal candidate will have experience working with survey platforms and data entry/analysis tools and must demonstrate a high level of accuracy and accountability in their work. Prior experience in evaluation or research is preferred but not required.

V. Working Conditions

This position is remote and requires consistent access to a computer, reliable internet, and availability during core business hours (8:00 AM–5:00 PM). The Evaluation Graduate Assistant may spend long periods sitting and working on a computer. Occasional travel or attendance at in-person meetings or events may be required. The work environment is fast-paced, and adaptability, focus, and self-direction are essential for success in this role.

This position is remote, and employees may be required to travel to Fact Forward's local office in Columbia, South Carolina and to other locations in South Carolina to attend in person meetings, trainings or as needed by Fact Forward.

Fact Forward provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The foregoing statements describe the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required.

