

California State University, Fresno Foundation

EVALUATION DATA COORDINATOR – ADULT SERVICES TRAINING ACADEMY

JOB ANNOUNCEMENT #26-792

<p>POSITION SUMMARY:</p>	<p>Full-time, benefited position with the Adult Services Training Academy through the California State University, Fresno Foundation. The Adult Protective Services Training Academy (ASTA) is a program of the California State University, Fresno Foundation, under the auspices of the College of Health and Human Services through the Department of Social Work Education. The Academy provides classroom and virtual training, coaching, and organizational support to adult services staff across 12 Central California counties and 12 Bay Area counties. ASTA provides classroom training, virtual learning, simulation, coaching, and organizational support to adult services social workers, supervisors, managers, and partner agencies throughout the regions served by the Academy.</p> <p>The Evaluation Data Coordinator supports ASTA’s outcomes measurement, evaluation review, curriculum review, data coordination, and continuous quality improvement efforts. Reporting to Academy leadership, this position coordinates the collection, review, input, output, tracking, and analysis of evaluation and curriculum data. The Evaluation Data Coordinator works closely with trainers, curriculum staff, Academy leadership, and partners to review evaluations and curriculum materials, analyze findings, maintain accurate data systems, prepare reports and dashboards, and support improvements in training design, delivery, accessibility, and transfer of learning. This is not a remote position; candidate must work on-site.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<p>Under the general supervision of the Curriculum Development Specialist, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Coordinate evaluation data collection activities for trainings, coaching, learning events, and curriculum review processes. • Review, input, validate, maintain, and organize evaluation data from surveys, assessments, attendance records, learning platforms, spreadsheets, and related tracking tools. • Manage data input and output processes, including data entry, data cleaning, exports, summaries, spreadsheets, dashboards, and report preparation. • Review and analyze evaluation findings to identify trends, strengths, gaps, and recommendations related to learner satisfaction, training quality, knowledge acquisition, and transfer of learning. • Review curriculum materials, including instructor guides, participant workbooks, assessments, activities, simulations, and related training tools, to identify areas for revision based on evaluation findings and program needs. • Collaborate with the Trainer and Curriculum Development Specialist regarding curriculum revisions, updates, evaluation results, and follow-up actions. • Track curriculum review comments, revision history, and version updates to support quality control and timely implementation. • Prepare routine and ad hoc reports, briefs, charts, dashboards, data summaries, and presentations for Academy leadership, trainers, county partners, and other stakeholders. • Monitor response rates, data completeness, accuracy, consistency, and confidentiality across evaluation and curriculum tracking systems. • Maintain secure, accurate data systems and support records management, file organization, privacy, confidentiality, and records-retention requirements. • Support the development, formatting, distribution, and collection of evaluation tools, surveys, and curriculum review instruments. • Assist with course shell setup, evaluation forms, analytics tracking, and related data coordination in ASTA learning platforms. • Support continuous quality improvement activities by documenting findings, tracking recommendations, and helping monitor progress on identified improvements. • Produce legible and comprehensive notes from meetings, trainings, and review sessions, and communicate relevant information to Academy leadership and staff. • Interface with Academy staff to support training documentation, CEU tracking, and related reporting needs.

	<ul style="list-style-type: none"> • Support strategic planning, special projects, and other duties that advance ASTA’s mission and vision for adult services workforce excellence. • Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds • Other duties as assigned perform related responsibilities and participates in projects, initiatives, and other assigned duties that advance the mission and vision of the Academy and its partner counties, fostering innovation, data-informed decision-making, and continuous improvement in workforce development.
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor’s degree in Social Work, Gerontology Public Administration, Research, Evaluation, Data Analytics, or a related field preferred. <ul style="list-style-type: none"> ○ Masters of Social Work (MSW) preferred • Three (3) years related experience and/or training experience • Experience in Adult Protective Services and/or social services preferred. • Experience in data entry, data coordination, program evaluation support, curriculum review, training administration, or a related area. • Knowledge of evaluation data collection methods, reporting processes, and curriculum review practices. • Ability to review and analyze quantitative and qualitative data. • Ability to organize, track, and maintain curriculum materials and revision feedback. • Demonstrated skill in spreadsheets, databases, survey tools, word processing, and presentation software. • Strong organizational skills with attention to detail and accuracy. • Ability to prepare clear written summaries, reports, correspondence, and presentations. • Ability to maintain confidentiality and appropriately manage sensitive information. • Ability to collaborate effectively with trainers, leadership, and partner staff. • Ability to manage multiple assignments, timelines, and follow through on action items and responsibilities. • Demonstrated experience in working in collaboration with other professionals • Demonstrated organizational and multi-tasking skills needed to meet deadlines • Demonstrates knowledge in adaptability and a commitment to continuous learning by maintaining proficiency in emerging technologies, digital learning environments, and software solutions relevant to adult education and program evaluation • Ability to write, revise and edit curricula to reflect Adult Services’ best practices and California law. • Professional writing and speaking • Must possess a valid driver's license, reliable vehicle, and valid insurance as travel is required within the Central California and Bay Area regions.
COMPENSATION:	\$4,583.33 - \$5,000.00 per month (\$55,000 - \$60,000 annual). Salary will be commensurate and competitive with experience and qualifications. Benefits include medical, dental, vision, life and 401(k), vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins April 16, 2026 . Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html> Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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