



Evaluation Coordinator
VA Health Services Research and Development
Center for Innovations in Quality, Effectiveness and Safety
and
Baylor College of Medicine

Salary Range: \$ 53,898 - \$70,067

Housed at The Michael E. DeBakey VA Medical Center and Baylor College of Medicine in Houston, TX, the Center for Innovations in Quality, Effectiveness and Safety (IQuEST) seeks qualified applicants for two **Evaluation Coordinator/Health Science Specialist** positions. We are seeking a highly motivated individual to serve as an evaluation coordinator for the Houston Evidence-based Rapid Measurement and Evaluations center (HERMES), which is charged with carrying out rigorous evaluations to support evidence-based policies implemented in the VA.

The role of the evaluation coordinator will be to coordinate and carry-out the day-to-day activities of the project. The ideal candidate will have some prior knowledge of program evaluation, health services research, and is a highly motivated individual who can work independently as well as in a team. This position will be based in **Houston, TX**.

Tasks and Responsibilities include:

- Engages with key stakeholders to clarify project objectives and key evaluation questions
- Maintains communications as needed with project participants and key stakeholders
- Prepares reports as required by funders and dissemination products such as briefings, posters, and visual abstracts for various audiences
- Interviews, screens, and recruits project participants; explains process and procedures to educate participant regarding the evaluation.
- Schedules project participants for activities such as interviews, focus groups, surveys, as specified in the evaluation protocol.
- Supports methodologists with data collection and analysis as needed
- Maintains records and regulatory documents and records for program evaluations.
- Performs other job duties as assigned.

Required Qualifications:

- Strong organizational skills
- Must be able to work independently and proactively
- Must be able to work successfully as a member of an interprofessional team that includes staff, fellows, faculty, health care professionals, and national-level leaders
- Excellent interpersonal and communications skills in both written and spoken English
- **Bachelor of science** degree in behavioral sciences, public health, basic science, health administration, or other science-related field
- Previous experience in an academic setting
- Expertise in MS Office
- Applicant **must be a U.S. citizen**. Permanent residents are not eligible.

Preferred Qualifications:

- Experience in program evaluation or healthcare improvement
- Master's degree (MPH, MHA or other healthcare related degree)
- Visualization and data analytic skills a plus.

BCM and the Michael E. DeBakey VA Medical Center are Affirmative Action/Equal Opportunity/Equal Access Employers.

Please send Resume and letter of interest to:

vhahouhsrdinfo@va.gov

Attn: HERMES Evaluation Coordinator Position