The University of Notre Dame has been named one of The Chronicle's 'Great Colleges To Work For' in 2009, 2010, 2011 and 2012 – visit http://ND.jobs to see why!

The University of Notre Dame (www.nd.edu) is accepting applications for a Monitoring and Evaluation Specialist to be responsible for the design and development of monitoring and evaluation for the Notre Dame Initiative for Global Development (NDIGD) projects (http://research.nd.edu/). Preferred experience in impact evaluation and rigorous quasi-experimental designs which include baseline data collection for both treatment and control groups. Quantitative data analysis experience can be complemented by experience conducting assessments and collecting qualitative information. In addition, S/he will provide technical assistance in training and development of NDIGD monitoring and evaluation teams and formulating monitoring and evaluation strategies and goals, thus building organizational capacity to ensure a focus on monitoring and evaluation in NDIGD projects. The position will also mentor student evaluation researchers to conduct projects. Significant experience preferred in monitoring and evaluation of projects for organizations such as the U.S. Agency for International Development, World Bank Group, or for Corporate Responsibility (CR) programs. The Monitoring and Evaluation Specialist will also develop and submit evaluation-related proposals and will represent NDIGD’s monitoring and evaluation activities and results externally.

Duties include, but are not limited to:
- Work as part of NDIGD Monitoring and Evaluation team. Could include supervising NDIGD staff members or graduate student and undergraduate student employees and volunteers. Assists in formulating Monitoring and Evaluation strategies and goals, long-term planning, and in developing policies and procedures for NDIGD Monitoring and Evaluation.

- Conduct Impact Evaluations: (1) Lead the design and implementation of impact evaluation projects for NDIGD. This will include conducting evaluations for corporations, federal funding agencies such as USAID, contractors, etc.; (2) implements all phases of program evaluation and research studies, including study design, sampling, quantitative and qualitative data collection and analysis, and reporting.

- Business and Resource Development: (1) actively participates in the grant writing process, in particular, works in developing program design, evaluation, research, assessment, etc.; (2) Serve as a resource for proposal teams on the development of impact evaluation initiatives which may be planned at the project level as well as providing input to project monitoring and evaluation plans; and (3) Review draft proposals to ensure that program evaluation is appropriately described and included in the monitoring and evaluation plan and budget and that relevant impact evaluation understanding and experience is included among proposed staff and represented in past performance references.

- External Communication Functions: (1) Share results of evaluation initiatives, both inside and external to NDIGD via presentations and other communications; (2) Serve as NDIGD’s representative at conferences and in other forums and external networks engaged in impact evaluation to explore and exchange approaches and tools; (3) Prepare and present NDIGD’s evaluation findings to appropriate external audiences.
**MINIMUM QUALIFICATIONS:**
Ph.D. or M.A. required in economics or other relevant social science. Preferred 3-4 years of experience overseeing, designing and implementing impact evaluations. Both Senior and Junior level candidates encouraged to apply. Strong experience in conducting impact evaluations for federal funding agencies such as USAID preferred. Proposal development experience in area of Monitoring and Evaluation (M&E). Leader in impact evaluation. Practical field experience across a broad range of programmatic areas and contexts. Excellent interpersonal skills and demonstrated ability to interact professionally and build capacity among colleagues from culturally diverse backgrounds and in different project settings. Ability to travel international as needed. Fluency in English required and fluency in a second language (Spanish and/or French) preferred.

**ABOUT NOTRE DAME:**
The University of Notre Dame, founded in 1842 by Rev. Edward F. Sorin, C.S.C., of the Congregation of Holy Cross, is an independent, national Catholic university located in Notre Dame, Ind., adjacent to the city of South Bend and approximately 90 miles east of Chicago. With 1,250 acres containing two lakes, Notre Dame is well known for the quality of its physical plant and the beauty of its campus. See how you can enjoy the advantages of life in a livable, affordable environment accessible to a multitude of amenities sure to match your preferences. Enjoy them with a University community where a sense of belonging and engagement may be the most cherished feature of all. With many affordable neighborhoods, award winning school systems and of course world-class sporting and cultural entertainment options, there is literally something for everyone here - [http://hr.nd.edu/why-nd/community-connections/](http://hr.nd.edu/why-nd/community-connections/).

**APPLICATION PROCESS:**
Please apply online at [http://ND.jobs](http://ND.jobs) to Job # 12584 or visit [http://jobs.nd.edu/applicants/Central?quickFind=59513](http://jobs.nd.edu/applicants/Central?quickFind=59513). For additional information about working at the University of Notre Dame and various benefits available to employees, please visit [http://hr.nd.edu/why-nd](http://hr.nd.edu/why-nd). The University of Notre Dame supports the needs of dual career couples and has a Dual Career Assistance Program ([http://hr.nd.edu/employment-opportunities/dual-career-assistance-program/](http://hr.nd.edu/employment-opportunities/dual-career-assistance-program/)) in place to assist relocating spouses and significant others with their job search.

The University of Notre Dame is committed to diversity ([http://diversity.nd.edu/](http://diversity.nd.edu/)) in its staff, faculty, and student body. As such, we strongly encourage applications from members of minority groups, women, veterans, individuals with disabilities, and others who will enhance our community. The University of Notre Dame, an international Catholic research university, is an equal opportunity/affirmative action employer.