



## **Evaluation Data/Administrative Assistant**

### **Full Time/Temporary position**

Supports evaluation team project work by:

- Launching and monitoring survey response rates
- Running data reports and distributing them to appropriate people
- Constructing frequency distribution tables, checking for data anomalies, and interpreting data in order to construct data “dashboards”
- Identifying data errors or problems. Solving minor issues and collaborate with supervisor for more challenging problems.
- Communicating with survey participants and evaluation team members both orally and in writing. Act as a point of contact for internal and external clients.
- Quickly responding to requests and queries
- Scheduling meetings and interviews
- Assisting in report preparation
- Drafting meeting notes
- Updating project management plans and team members as work is completed

We are looking for someone who is interested in gaining valuable experience in:

- Working with “real-world” data sets
- Resolving issues that occur routinely in the process of data collection
- Working with Salesforce.com, a Customer Relationship Management (CRM) platform
- Using data collection software such as SurveyGizmo
- Becoming effective at completing assignments within the context of a fast-paced work environment
- Working with people and responding to requests of customers and team members
- Contributing to an organization that is invested in making the world a better place through supporting innovation and social entrepreneurship

**We are located in Hadley with plenty of parking and PVTA bus accessibility**

### **Qualifications**

- Aptitude and interest in data
- Knowledge of basic descriptive statistics; ability to read and interpret graphs, tables
- High degree of digital fluency and ability to quickly master new software
- Active learner who adopts new tools and work processes quickly
- Strong written and verbal communication skills
- Attention to detail and problem solving skills
- Strong organizational skills with ability to multitask

## ABOUT VENTUREWELL

VentureWell is on a mission to cultivate a pipeline of inventors, innovators, and entrepreneurs driven to solve the world's biggest challenges and to create lasting impact. We foster collaboration among the best minds from research labs, classrooms, and beyond to advance innovation and entrepreneurship education and to provide unique opportunities for STEM students and researchers to fully realize their potential to improve the world.

Since our founding in 1995, we've supported over 2,000 teams of science and technology inventors and innovators, and nurtured thousands of their startups reaching millions of people in over 50 countries with ground-breaking technological advancements in fields such as biomedicine and healthcare, sustainable energy and materials, and solutions for low-resource settings.

[www.venturewell.org](http://www.venturewell.org)

**To apply, please send a cover letter, and your resume to**  
[jobs@venturewell.org](mailto:jobs@venturewell.org)

*VentureWell is an Equal Employment Opportunity (EEO) employer. M/F/D/V*