

# Julia Siwierka

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## Experience

### SENIOR RESEARCH ANALYST | SOUND RESEARCH CENTER | MARCH 2024 – PRESENT

- Develop and manage databases to track **higher education and workforce development** program outcomes
- Design **qualitative data collection tools** and facilitate data collection
- **Analyze and visualize quantitative and qualitative data** using Excel, SPSS, and MaxQDA, identifying key patterns to inform program improvements
- Create comprehensive reports to **communicate findings** to various stakeholders

### GRANTS AND COMPLIANCE ADMINISTRATION SPECIALIST | CHICAGO STATE UNIVERSITY | OCTOBER 2023 – PRESENT

- Partner with the Associate Provost of Grants and Research Administration, principal investigators, grant accountants, and auditors to **manage post-award grant administration** for **federal and state funding**
- **Review, revise, and advise** principal investigators on creating **budgets and budget justifications** during pre-award
- **Conduct risk assessments**, ensuring adherence to **OMB Uniform Guidance (2 CFR 200)** and other funding regulations
- Develop and maintain **tracking systems and databases** for grant-related information
- Facilitate the **creation of agreements and contracts** for grant subrecipients, ensuring seamless collaboration across higher education and non-profit partners

### DIRECTOR OF RESEARCH AND EVALUATION SERVICES | THE RUCKS GROUP | SEPTEMBER 2021 – OCTOBER 2023

- Project leader for **60+ research and evaluation projects**, including K-12 and higher education
- Supervised a **seven-member team** in Client Services, ensuring high-quality deliverables and client satisfaction
- Oversaw evaluation efforts for five projects (e.g., **developed evaluation plans, questionnaires, surveys, and reports**)
- Developed risk-mitigating strategies aligned with National Science Foundation, Department of Labor, and Department of Education evaluation standards

### RESEARCH AND EVALUATION ASSOCIATE | THE RUCKS GROUP | JANUARY 2019 – SEPTEMBER 2021

- Led evaluation efforts for **portfolio of 15+ projects**, conducting **quantitative and qualitative research** to assess program effectiveness
- Designed and facilitated **focus groups and interviews** (in-person and virtual) to collect stakeholder insights
- **Developed and managed databases**, ensuring accurate data tracking and reporting
- **Analyzed data** (qualitative and quantitative) using SPSS and Excel

- **Presented findings** to clients via formal reports (annual evaluation reports and results reports), client presentations, and data snapshots to **communicate results effectively**

### **RESEARCH ASSOCIATE | COMMUNITY ENGAGEMENT INSTITUTE | SEPTEMBER 2018 – DECEMBER 2018**

- Analyzed **quantitative data on SAMHSA-funded Systems of Care outcomes** for community mental health centers (CMHCs)
- Produced reports of outcomes for federal, state and CMHC requests
- Designed **Qualtrics surveys** to streamline data collection for staff of CMHCs, improving efficiency

### **GRANTS ADMINISTRATOR | TRUST WOMEN FOUNDATION | JUNE 2017 – JANUARY 2018**

- Managed the **full grant lifecycle**, from proposal writing to reporting, ensuring alignment with funding guidelines and organizational goals
- Researched and identified **potential funding opportunities** in collaboration with leadership
- Created **grants tracking system** to easily access grant data for reporting

### **PROGRAM EVALUATION CONSULTANT | BOYS & GIRLS CLUBS OF SOUTH CENTRAL KANSAS | JUNE 2016 – DECEMBER 2017**

- Developed and implemented an **evaluation plan** to measure program and organizational effectiveness
- Administered **surveys and facilitated focus groups** for data collection
- Compiled and presented **data-driven reports to funders and other stakeholders**, demonstrating program impact
- Established and facilitated **Parent Advisory Boards**, fostering communication between families and administration

## **Education**

**PH.D. IN COMMUNITY PSYCHOLOGY | 2018 | WICHITA STATE UNIVERSITY, WICHITA, KS**

**M.A. IN COMMUNITY PSYCHOLOGY | 2016 | WICHITA STATE UNIVERSITY, WICHITA, KS**

**B.S. IN PSYCHOLOGY AND B.A. IN THEATRE PERFORMANCE | 2013 | DOMINICAN UNIVERSITY, RIVER FOREST, IL**

## **Skills & Abilities**

- Data analysis, presentation, and interpretation
- Proficient with Microsoft Office, Google Suite, SPSS, MaxQDA, SurveyMonkey, Qualtrics
- Excellent interpersonal and communication skills
- Problem solving independently and collaboratively
- Developing and adhering to policies
- Thoughtful