

Assessment & Research for Student Affairs***Job Description***

POSITION SUMMARY

The Graduate Student Assistant for Assessment & Research for Student Affairs is a 15-20 hour per week graduate student position for the 2011-12 academic year. This person will assist the Director of Assessment & Research in various tasks related to: assessment outreach & education, assessment consultations, Division assessment projects, and web site management.

ESSENTIAL TASKS

- Assist in Division assessment training, consultation, development and execution of projects
- Regular supervision meetings with the Director of Assessment & Research
- Qualitative and quantitative assessment activities
- Review of professional and research literature as assigned
- Report and article writing
- Assist in maintaining, updating, and evaluating the content for the Assessment & Research website
- Other assessment office duties as assigned

QUALIFICATIONS***Required***

- Current enrollment in a graduate program
- Demonstrated knowledge of Microsoft Office
- Excellent oral and written communication skills
- Ability to take initiative to connect with students in person and via multiple mediums
- Some quantitative and qualitative research methods and statistical knowledge
- Ability to work independently and as part of a team

Desired

- Knowledge of SPSS
- Experience conducting literature reviews