



Rochester Institute of Technology

CENTER FOR CAMPUS LIFE

GRADUATE ASSISTANT – ASSESSMENT AND EVALUATION*

General Responsibilities

The Graduate Assistant for Assessment and Evaluation is a graduate student (pre-professional) position within the Center for Campus Life. This position provides assistance with surveying implementation and assessment of programs and facilities within the center. The Assessment GA position offers opportunities in the development of strategies to gather and analyze data on the effectiveness of the center's programs and services.

Major Responsibilities

1. Work closely with Assistant Director in developing and implementing various surveys and other assessment tools
 - Complete one major survey per year for the Center for Campus Life
 - Helps oversee event data collection efforts
 - Aids in compiling and reporting on data throughout academic year
2. Co supervise Center for Campus Life Event Data Assistants
 - Interview, train, and evaluate four Event Data Assistants
 - Respond to daily questions from Event Data Assistants
 - Oversee event data collection during evening campus events
3. Compile, analyze and report results of center assessment efforts
 - Using SPSS or other appropriate statistical programs, compile and analyze data gathered by surveys, event data and other assessment tools
 - Work closely with Assistant Director in reporting results of assessment efforts
4. Work as part of the assessment and marketing team on varying projects
 - Represent CCL at admissions open houses throughout year
 - Work with marketing team in evaluating student correspondence and other marketing materials

5. Complete other duties as assigned

Compensation

\$11.98/hr for 10 hours per week.

Reporting Relationship

The Graduate Assistant for Assessment and Evaluation reports to the Assistant Director for Assessment and Marketing Systems.