Position Title:
ATC Graduate Assistant

Department:
Assessment, Technology, and Communications

Position Description:
Assessment, Technology, and Communications in the Division of Student Affairs is looking for a motivated, hard-working Graduate Assistant to join our team. The Graduate Assistant will support the Assessment Manager with a variety of projects related to department and divisional assessment efforts.

Candidates may be graduate students at RIT or any nearby college/university in any academic program. The Graduate Assistant will work 10 to 15 hours per week throughout the academic year. Specific work hours are flexible and will be arranged directly with the successful applicant.

Qualifications:
A successful candidate will have:
- Strong quantitative and/or qualitative skills
- Proficiency with Excel and PowerPoint
- Clear written and verbal communication skills
- Strong work ethic and willingness to learn
- Professionalism, including an ability to handle confidential and sensitive information

Candidates will benefit from experience with one or more of the following:
- Experience or proficiency with statistical software (e.g. SPSS, NVivo)
- Experience with data visualization (e.g. Tableau)
- Experience with statistical analysis
- Experience with formal report writing and preparation
- Experience facilitating or note taking for focus groups

Terms for Employment:
- August 2017 through May 2018

Duties and Responsibilities:
General responsibilities include:
- Manipulating and analyzing data
- Utilizing online survey software to build and edit surveys and analyze results
- Reporting on data, including creating charts and graphs
- Developing written reports and data visualizations
- General research and review of literature

Application Process:
Submit a resume and cover letter to Jennifer Maltby, Assessment Manager & Systems Administrator at jimatc@rit.edu.