Employment Opportunity in the School of Undergraduate Studies (UGS)
Spring 2018

Position Title: Graduate Assistant in Program Assessment

Hours: 20 hours per week during normal business hours (Monday-Friday 7am-6pm)
Compensation and Benefits: $15/hr., possible graduate student academic employee insurance benefits

Required: Individual must be enrolled as a full-time student during appointment
Start date: January 16th, 2018

Office Location: Carothers Residential Hall (CRD) ground floor
Positions open: 3

Overview of Duties
The School of Undergraduate Studies (UGS) is seeking a Graduate Assistant (GA) to support its program and curriculum assessment efforts. Key responsibilities will include:
- Quantitative and qualitative data collection, analyses, and reporting for UGS programs and business administration
- Applying data visualization techniques for assessment reports and presentations
- Conducting literature reviews related to applied research in higher education
- Publishing articles in higher education

Qualifications
Required: Intermediate knowledge of quantitative and qualitative methods. Basic survey design skills and experience using SPSS and/or Excel. Excellent written and oral communication skills. Ability to follow instructions and self-motivated to complete projects. Demonstrated attention to detail. Excellent organizational skills and the ability to manage multiple projects while meeting deadlines. Professional demeanor.
Preferred: At least a 2nd year graduate student in STEM Education, Statistics, or Quantitative Methods.

How to apply
Applicants are to send a resume to Laura Costello, (laura.costello@austin.utexas.edu) by December 15th, 2017. Include in the subject line “GA Applicant”