Graduate Research Assistantship (GRA)
Office of the Vice President for Student Affairs, Assessment

The purpose of Divisional Assessment is to build and sustain an environment in which assessment activities are understood, practiced, valued and used for ongoing quality improvement in all areas of the Division of Student Affairs.

The Graduate Research Assistant will work directly with the Director of Assessment to provide support for the design and implementation of assessment activities, the conduct of the Office’s research agenda, the analysis of data, and the reporting of results.

Required Qualifications
• Must be a currently enrolled graduate student taking at least 9 hours each long semester.
• Must have knowledge of basic statistics and statistical software programs, especially SPSS

Preferred Qualifications
• Doctoral student preferred
• Familiarity with the elements of sound research design
• Familiarity with big data analytics and data visualization
• Familiarity with qualitative methods
• Experience with PC computer platform
• Excellent written and oral communication skills
• Proven organizational skills

Terms of Employment
• Spring 2018 semester position with possible continued employment through Summer 2018.
• Half-time position (20 hours per week) at a salary of $18 per hour
• Hours to be scheduled between 8:00 a.m. and 5:00 p.m., Monday-Friday with some prescheduled evening hours possible.

Functions:
• Assist the Director of Assessment in reviewing and editing the twenty Student Affairs Assessment Plans in TracDat for the Office of Institutional Accreditation and Assessment (IAE)
• Assist in editing and maintaining the Student Affairs Assessment Plan Group wiki
• Assist the Director of Assessment with assessment needs through reviewing survey and data gathering tools for division departments and units
• Assist the Director of Assessment in analysis of data from across the division by creating supertables, coding open-ended responses, generating reports, and other analysis requests as needed.

Benefits of Employment
• Tuition assistance
• Qualification for in-state tuition rates
• Comprehensive insurance benefits package
• Hands-on work in assessment and research field, providing experience which will translate well in the graduate’s search for full-time employment in a higher education or other research/evaluation setting
• Eligibility for “A” parking permit or parking garage permit, if available

Please send resume and letter of interest to:
Rita Thornton, Director of Assessment
Office of the Vice President for Student Affairs
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(512)232-9608
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