Position Title: Graduate Assistant for Assessment
Location: Residence Life
Position Type: Graduate Assistant, Other

POSITION SUMMARY:

The Graduate Assistant (GA) for Assessment is a position reporting to the Associate Director of Assessment. The individual in this position plays an integral role in Residence Life with their primary goal being the support of assessment efforts within the Residence Life department. The GA will accomplish this through coordinating with Residence Life staff, as well as other University staff where needed, to perform high quality assessment consultation and assessments. Additionally, this individual has the opportunity to propose and develop assessment initiatives for the department. Position may require driving University vehicles and/or golf carts.

This is a 20 hour a week contract, with regular evening and weekend commitments. In addition to salary, the position provides student health insurance, out of state tuition waiver and tuition remission, University Bookstore discount and $500 professional development allowance. Salary may be prorated based on start and end date. Start date to commence by August 15, 2016, but may start sooner.

GENERAL RESPONSIBILITIES:

- Consults with individuals, teams and units within Residence Life regarding their assessment efforts;
- Assists in the planning and review of potential and current assessment and research projects;
- Assists in the implementation of assessments, including data management, data collection, analysis, reporting, and presentations;
- Designs and implements training/capacity building activities related to assessment;
- Assesses the effectiveness and reach of assessment capacity-building activities and trainings;
- Monitors and reviews program evaluation benchmarks and assessment mapping;
- Helps develop assessment strategies;
- Writes reports and presents information;
- Assists with marketing and communication efforts to disseminate findings;
- Organizes, participates in, and runs meetings;
- Assists with strategic planning;
- Assists with policy development;
- Helps manage an assessment calendar;
- Manages online survey platform(s) and user accounts;
- Builds relationships with internal and external staff;
- Performs literature reviews;
- Assists with other departmentally related projects;
- Attends weekly meetings with the Associate Director for Assessment;
- Participates in meetings, trainings and professional development opportunities as directed;
- Maintains an office presence to productively work with colleagues and students;
- Demonstrates a commitment to growing and challenging one’s self in all areas of assessment, higher education, public health, diversity and social justice, sustainability and leadership; and
- Performs other duties as assigned or required to meet Residence Life and University goals and objectives.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree
- Acceptance and enrollment in a UA graduate program during 2016-2017, with a minimum of 6 graduate level units maintained each semester
- Must be available the entire contract period
- Knowledge and understanding of research, assessment and evaluation methodologies
- Knowledge and understanding of qualitative and quantitative data analysis
- Ability to synthesize information and write reports
- Experience working with culturally diverse populations
- Ability to participate as a positive team player
- Strong organizational, communication, and leadership skills
- Knowledge and understanding of diversity and an ability to work with a wide variety of people
- Ability to set goals and strive for continuous improvement.

PREFERRED QUALIFICATIONS:
- Experience working in assessment, evaluation, and/or data monitoring

MATERIALS AND EQUIPMENT DIRECTLY USED:
- Microsoft Word, Excel, SPSS or similar statistical software package, and PowerPoint software
- Copy machine
- Fax machine

WORK ENVIRONMENT/PHYSICAL ACTIVITIES:
- Movement among residence halls essential.
- Carrying materials and supplies from one place to another (up to 30 pounds).
- Clerical maintenance, filling, typing, etc.
- Communication including: facilitating meetings (group and 1:1), presenting, writing and reading forms, books and internet based communication, and analyzing human behavior.
- Interpreting and analyzing information, policy formulation and decision-making.

SUPPLEMENTAL REQUIREMENTS:
- Residence Life is a security sensitive department and this position requires a finger-print criminal background check
- Motor Vehicle Division check

The University of Arizona is an EEO/AA - M/W/D/V Employer

To apply for this position please send a copy of your Resume, Cover letter and three references to Linda Schue, Associate Director of Assessment at schue@life.arizona.edu