POSITION INFORMATION

JOB TITLE           Graduate Assistant, Student Affairs Assessment

DEPARTMENT         Student Research and Information

SUPERVISOR         Assessment Advisor

STUDENT RESEARCH AND INFORMATION

Student Research and Information (SRI) conducts, initiates, and supports systematic research and evaluation studies on the institutional impact and effectiveness of Student Affairs and other campus programs/practices on student development and outcomes. SRI measures and reports trends in student characteristics, behavior, attitudes, satisfaction, retention and graduation, and describes the implications of these trends for institutional policies and practices.

SRI is also responsible for facilitating on-going, systematic assessment within each cluster and unit/program and documenting the results through annual reporting. Its goal for each unit/program is to establish meaningful, manageable, and sustainable assessment. To achieve this goal it provides technical expertise to assistance Student Affairs units/programs as they determine what to assess, how to assess, and when to assess.

For more information about Student Affairs assessment visit http://assessment.ucsd.edu

EDUCATIONAL OBJECTIVES FOR THE GRADUATE ASSISTANT

This year-long graduate assistantship is supervised by the Student Affairs Assessment Advisor (AA). The Graduate Assistant (GA) will assist the AA in advancing assessment throughout the Student Affairs Division. The assistantship is intended to increase the GA’s knowledge and skills of best practices in Student Affairs assessment as well as provide an opportunity to work across Student Affairs unit programs.

DUTIES AND RESPONSIBILITIES

a) Participate in consultations with Student Affairs units/program to support the establishment meaningful, manageable, and sustainable assessment
b) Coordinate and evaluate assessment workshops
c) Assist in the analysis of assessment reports
d) Assist in the production of the Annual Student Affairs Assessment Report
e) Contribute to the quarterly Student Affairs Staff Newsletter

September 18, 2013
f) Participate as a member of the Assessment Coalition

g) Other duties as assigned

LEARNING OUTCOMES

a) Will be co-developed based on GA and AA discussions

KNOWLEDGE AND SKILLS NEEDED

a) Ability to work independently
b) Strong interpersonal, written and oral communication skills
c) Organizational skills with attention to details and accuracy
d) Familiarity with Microsoft Office programs
e) Knowledge of assessment practices in Student Affairs

BENEFITS

a) Increased knowledge of Student Affairs assessment
b) Opportunity to meet, work with, and develop mentoring relationships with Student Affairs professionals from across the Student Affairs Division
c) Experience creating a culture of assessment within a Student Affairs Division
d) Opportunity for personal growth and development.