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| <b>Department:</b>         | Student Affairs Assessment Project                                    |
| <b>Position:</b>           | Student Affairs Assessment Graduate Assistant (1 positions available) |
| <b>Hours/Week:</b>         | 19                                                                    |
| <b>Contract Dates:</b>     | July 21, 2021 - April 29, 2022 – Tentative – Subject to Change        |
| <b>Supervisor:</b>         | Emma Noble                                                            |
| <b>Supervisor Contact:</b> | eanoble@eiu.edu (217) 581-7786                                        |
| <b>Benefits:</b>           | \$880/ month                                                          |

The Student Affairs Assessment Project provides services and technical assistance to units and staff within the Division of Student Affairs who wish to assess or evaluate their programming efforts. Assessment project staff engage in a variety of activities including determining assessment purpose and need, survey writing and development, population sampling, assessment method planning and administration, data collection, data analysis, report writing, result dissemination, student learning outcome assessment

Through these services, Student Affairs Graduate Assistants build skills and competencies in survey development, quantitative and qualitative assessment and evaluation methods, data analysis, data reporting, critical thinking, professional and scientific writing, presenting, and leadership.

### **Duties and Responsibilities:**

- Develop and revise surveys looking at student satisfaction, needs, learning, and growth (health student learning outcome surveys, student concert want, family weekend, textbook rental).
- Administer surveys, including drawing sample pool, marketing of survey, distribution of survey, collection of survey tool.
- Administer non-survey assessments (interviews, intercept interviews, focus groups, document review).
- Enter and analyze data, reporting meaningful results and findings
- Communicate, market, and share relevant findings to constituents/public through reports, presentations, social media, etc.
- Provide technical assistance and support to student organizations, departments/staff needing assistance implementing assessment.
- Supervise undergraduate interns and student workers

