Job Description

Position Title: Graduate Assistant for Assessment and Student Engagement

Office: Assessment and Student Engagement

Reports to: Division of Student Affairs and College of Undergraduate Studies

Date: 2014

Primary Purpose: The Graduate Assistant will assist with coordinating assessment and evaluation activities, and support the creative implementation of the Division’s “NSU Experience” strategic engagement model.

Essential Job Functions:

- Assist the Director with developing an annual profile of new NSU students in regards to demographics, mode of enrollment, distribution among programs, etc.

- Maintain Microsoft Access database; generate and disseminate reports on student involvement in organized activities, usage of divisional services and facilities, participation in clubs and organizations, leadership roles, etc.

- Assist with developing surveys and other assessment instruments, as well as data reporting formats

- Conduct focus groups and administer surveys

- Perform statistical analysis

- Create website content and submit website updates to the Office of Student Media and Information

- Assist the Director with preparing staff training and development materials, as well as planning and coordinating staff training and development sessions

- Assist the Director with planning and implementing division-wide NSU Experience presentations and celebration events

- Collect and organize department plans and reports

- Other duties as assigned
Minimum Qualifications

- Bachelor’s degree from an accredited University.
- Proficiency in Microsoft Office programs (Excel, Word, PowerPoint, and Access)
- Proven high academic performance and successful participation in campus co-curricular and extracurricular activities.

Preferred Qualifications

- Knowledge of research design, instrument development, and statistical analysis
- Working knowledge of higher education data-base systems (i.e. Banner, PeopleSoft, etc.)