



Graduate and Research Assistantships for Doctoral Students

GRADUATE RESEARCH ASSISTANT SOLES OFFICE OF ASSESSMENT

The mission of the Office of Assessment in the School of Leadership and Education Sciences (SOLES) is to support the missions, goals, and outcomes of the University, SOLES, and the academic programs within SOLES. To do this, the Office is dedicated to working ethically, fairly, compassionately, collaboratively, and reflectively, and to ensuring that the methods of assessment used by the school meet the standards and best practices of the academic assessment community.

The SOLES Office of Assessment provides leadership and oversight concerning the assessment of student learning and coordinates the School's assessment programs and reporting by providing guidance and support to faculty and administration in the planning, evaluation, and accreditation of their programs. It ensures assessment programs are properly designed, implemented, analyzed, and reported in a manner that is useful for curriculum and program improvement. The office also develops and maintains a data warehouse and provides timely and accurate responses to information needs.

The Doctoral Research Assistant reports to the Director of Assessment in the School of Leadership and Education Sciences and is responsible for providing assistance to the director in supporting administration and faculty in program evaluation and assessment of student learning, and preparing reports for internal use, accreditation purposes and external agencies.

JOB RESPONSIBILITIES

Participate in higher education assessment research and program evaluation.

- Design program evaluation projects with program directors.
- Design and modify program-level assessment systems.
- Design surveys and interview protocols for student and alumni research projects.
- Design methods for collecting evidence of student learning within programs.
- Collect data through surveys, interviews and other means.
- Analyze collected data.
- Prepare project reports for faculty, program directors, and Dean's office.
- Disseminate findings (internally and with possibilities for conference presentations and publication).

QUALIFICATIONS

- Strong analytical, organizational, planning, writing, and oral communication skills.
- Initiative, time management, and proven capability of following through and working independently.
- Ability to work collaboratively and cooperatively with program directors, faculty and students.

- Interest in higher education research, program evaluation, and assessment of student learning.
- Data management skills, including knowledge of Excel, Access, and SPSS, or ability to quickly learn.

DATES OF EMPLOYMENT

- 12 month appointment - September - August
OR
- 9 month appointment – September – May

SALARY

- 12 month appointment: \$19,000, benefits + tuition (15 units)
- 9 month appointment: \$14,000, benefits + tuition (12 units)