

Position Description

Department: Associated Students (AS)

Job Title: Assessment Graduate Assistant

Position Overview:

Under the supervision of the Assistant Director of Programs and Communication, with the guidance of the Student Affairs Senior Coordinator for Assessment and Evaluation, the Assessment Graduate Assistant will assist in providing direct support to assessment and evaluation activities conducted within Associated Students and its services, programs, and events. This position will help promote a culture of assessment and collaborate with Institutional Research and other units across the university to advance the practice of data-informed decision-making in Associated Students programs and services. This position will learn to conduct assessment activities and evaluation while gaining hands-on experience with technologies and practices associated with assessment and evaluation.

Duties:

- Assist in aligning the AS assessment activities with those of the division of Student Affairs and the university.
- Conduct focus groups, interviews, needs assessments, surveys and additional assessment methodologies to ascertain overall service, student satisfaction and perceptions of AS programming efforts on an as-needed basis.
- Input data onto spreadsheets, archive, and maintain those databases.
- Work with department managers in designing templates/instruments for collection, strategic calendaring of assessment efforts, and action planning of findings.
- Work effectively in a diverse and multicultural environment.
- Ability to communicate effectively both verbally and in writing, including conducting oral presentations.
- Develop, administer and analyze learning and program outcome assessments for staff, students, volunteers and program participants.
- Research and make recommendations for creating a framework for tracking and reporting of co-curricular data.
- Participate in staff meetings, committee meetings, training, professional development, and other activities.
- Other duties as assigned.

Qualifications:

- Familiarity (or willingness to learn) with software and tools common in data collection, assessment and evaluation, statistical analysis, and data visualization.
- A beginning/intermediate knowledge of assessment culture, practice, designing, implementing, and analysis is preferred.
- Some experience conducting and analyzing qualitative assessment projects, including focus groups, individual interviews, and case studies.
- The ability to take direction while simultaneously initiating tasks independently; looking for candidates who are proactive, self-motivated, and open to learning.

- Computer literate, able to use programs: Windows, Microsoft Word, and MAC troubleshooting.
- Experience in graphic design, branding, and creating a brand voice highly encouraged.
- Exceptional customer skills are a must.
- Excellent written and oral communication skills.
- Ability to work well and quickly under pressure both individually and as a part of a team.
- Excellent project management skills to consistently meet deadlines.

Location: Associated Students Administration Office
Hours: Up to 20 hours per week
Classification: IV
Salary Range: \$18.28 o \$19.74 per hour
Desired Major(s): None
Desired Class Level(s): Graduate

HOW TO APPLY

Please use the regular application available on the AS web page at www.csunas.org. Inquiries should be made to kevin.mojaradi@csun.edu.

REQUESTED DOCUMENTS

Associated Students Application + Resume

Note: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the AS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current AS employees who apply for the position.

Last updated: July 2023