Assistantship Job Description: The Office of Institutional Assessment

Description/Responsibilities:

The graduate assistant will serve as a coordinator for assessment in Graduate Studies. Their role will be to primarily assist the Program Coordinators and the Director of Assessment with Assessment Activities. This could include creating and testing program surveys, analyzing survey results and writing summary reports for Graduate Coordinators. Helping Coordinators collect program assessment data and write summary assessment reports for assessment of student learning. Update the Graduate Studies assessment web pages and assessment plans. Work with the Director of Assessment to finalize a plan for program review of graduate studies program and coordinate activities related to implementing program review with graduate studies office staff. The GA will also help with IACBE Accreditation for the business program