Job Description for Graduate Assistantships

I. POSITION IDENTIFICATION

University Title: Graduate Assistant to the Office of Assessment  
Department: Office of Assessment

Position is:  Full-Time  Part-Time ✅

Supervisor: Dr. Chad Bebee

Title: Director of Assessment

Phone: 970-351-4717

II. POSITION SUMMARY

The Office of Assessment resides within UNC’s Academic Effectiveness area and is focused on supporting the assessment of student learning outcomes in the institution.

If you are a UNC graduate student interested in educational organizations and learning outcomes assessment in higher education and would like experience working with institutional documentation and assessment operations in a higher education organizational structure, this position is for you. Examples of your day-to-day tasks will include working with the Director of Assessment to design, organize, and refine assessment-related documentation, assisting in the development of strategies to support learning outcomes assessment across the institution, and assisting with the collection and organization of assessment-related institutional accreditation evidence documentation. In collaboration with the Director, your work will include exposure to higher education assessment practices and concepts, the development and organization of documentation from a wide range of programs, experience with institutional and programmatic learning outcomes, engagement with practical aspects of assessment leadership, and supporting institutional initiatives intended to promote and improve student learning.

The position will be located in Michener Hall in the garden level and will have access to an office and a desktop computer. The job will begin as an in-person position requiring 8 to 10 hours of work a week, depending on the graduate degree level, with the possibility of transitioning to some remote work. The position covers 5 credit hours of tuition and eligible fees with a stipend ranging from $6,411 to $6,811, predicated upon the degree level of the graduate student.

Interested applicants should send a brief letter of application and a curriculum vitae to the Director of Assessment, Dr. Chad Bebee at chad.bebee@unco.edu. The deadline for applications is August 4, 2023.

a. Other Conditions of Employment
   - Must be currently enrolled in a Graduate program at the University of Northern Colorado.
   - Must maintain FERPA rights and confidentiality of students.
III. DUTIES & RESPONSIBILITIES

Examples of the duties of the position will include but may not be restricted to:

- Communicating with institutional constituencies
- Organizing electronic files
- Assisting in the development of outcomes assessment timelines and calendars
- Reviewing and synthesizing assessment-related documentation
- Researching assessment literature
- Collaborating with the Assessment Director to develop assessment support materials
- Coordinating with other units within the Academic Effectiveness area, as necessary

IV. POSITION SPECIFICATIONS

1. Education

Applicants are required to be a graduate student at UNC in either a master’s or doctoral program. Applicants interested in a career path focused on higher education policy, program evaluation or quality assurance, or digital communications are encouraged to apply.

2. Ability

Successful applicants will possess the following traits and abilities:

- Time management and organization skills
- Proficiency using the Microsoft Office Suite
- Strong written and oral communication skills
- Effective editing skills
- Basic research skills
- Intrinsic motivation to learn about learning outcomes assessment in higher education

V. LEARNING OUTCOMES - (Educational Component)

A graduate student in this position will:

- Identify assessment concepts and frameworks
- Construct assessment-related documentation for varied audiences
- Communicate effectively with institutional constituencies
- Practice effective time management
- Research academic assessment literature