Job Description for Graduate Assistantships

I. POSITION IDENTIFICATION

University Title: Graduate Assistant: CETL Assessment

Department: Center for the Enhancement of Teaching & Learning

Position is: Full-Time ☐ Part-Time ☑

Supervisor: Molly Jameson

Title: Interim Director, CETL

Phone: 970-351-4669

II. POSITION SUMMARY

The Center for the Enhancement of Teaching & Learning invites applications from graduate students to assist with the implementation, analysis, and interpretation of the Center's assessment plan. This work is essential in understanding the effectiveness and impacts of CETL programs and services on university members and making data-informed decisions about resource allocations and center offerings.

This part-time (10 hours/week) academic year (34 weeks) position will assist CETL's Director with the following activities:
1. Updating and maintaining surveys in Qualtrics.
2. Updating and maintaining data sets in Excel and/or SPSS.
3. Conduct and analyze descriptive and inferential statistics.
4. Interpret meaning of results in terms of CETL programs.
5. Summarize findings in verbal and written formats.

This position is open to all UNC graduate students from any major. Students interested in higher education, teaching and learning, educational assessment, and/or program evaluation are strongly encouraged to apply. Experience using Qualtrics, Excel, and SPSS a plus. To be eligible for this position, students must be enrolled for at least five credits per term of employment and not be employed elsewhere on campus for more than 10 hours per week.

Applicants must submit a one-page cover letter summarizing their interest and experiences, a copy of their vita, and the names and emails of two professional references.

Depending on the degree level, the stipend amount range will be $6,811-$8,013 plus one-half tuition support and on-half student activity fees up to 5 credits per term. The stipend range is for the entire academic year.

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
1. Maintain existing Qualtrics surveys, copy and edit surveys for new programs and services, ADD
2. Run reports in Qualtrics.
3. Prepare data in Excel or SPSS.
4. Analyze descriptive statistics (in Excel or SPSS).
5. Analyze inferential statistics (in Excel or SPSS).
6. Summarize findings of descriptive and inferential statistics in various formats.
7. Maintain schedule of data collection.
8. Read and summarize existing assessment reports and/or scholarly literature.

IV. POSITION SPECIFICATIONS
1. Education
   Currently enrolled in any UNC Masters, Specialist, or Doctoral degree program

2. Ability
   1. Ability to use Qualtrics survey tools.
   2. Ability to conduct descriptive and inferential (e.g., t-tests) statistical analyses.
   3. Ability to interpret descriptive and inferential (e.g., t-tests) statistical analyses.
   4. Ability to summarize information into basic reports.
   5. Ability to read and accurately interpret complex written documents and information.

V. LEARNING OUTCOMES - (Educational Component)
   Through this assistantship, you will:
   1. Learn about different program evaluation models in centers for teaching & learning.
   2. Use online survey tools to collect data.
   3. Analyze and interpret descriptive and inferential statistical findings.
   4. Summarize findings for internal documents and external reports.