Job Description for Graduate Assistantships

I. POSITION IDENTIFICATION

University Title: Graduate Assistant
Department: MBA Program
Position is: Full-Time ☐ Part-Time ☑
Supervisor: Dr. Abe Harraf
Title: Director of MCB Graduate Programs
Phone: (970) 351 - 1116

II. POSITION SUMMARY

To conduct literature and statistical research on face-to-face and online business programs, their admission criteria, tuition, accreditation status, curriculum construct, enrollment pattern, student demographic and profile, and present them in a coherent and articulated manner.

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

The selected candidate will work under the supervision of the program director to:

- Conduct research on other on-line MBA programs that includes
  - Admission Criteria
  - Curriculum Construct
  - Accreditation status
  - Concentrations
  - Student demographic and profile
- Conduct regression and correlation study on:
  - MCB admission criteria and student GPA in the program
  - MCB admission criteria and student retention
  - Student GPA and score on ETS
  - Student GPA and score on discipline specific assessment
- Develop and maintain a database of:
  - Qualified affiliated faculty
  - Alumni
- Develop forecasting model on course offering and enrollment
- Other duties as assigned.

IV. POSITION SPECIFICATIONS

1. Education
   Must be enrolled in masters or higher-level applied statistics or closely related discipline

2. Ability
   - Literature research review
   - Statistical analysis and forecasting ability
   - Statistical modeling, correlation studies, etc.
   - Ability to create, and use database management, excel, power point
   - Excellent written and oral communication skill

V. LEARNING OUTCOMES - (Educational Component)

Apply statistical analysis to develop knowledge on enhancement of the academic program and data-driven decision making to improve the program quality.