Position: Graduate Assistant for Assessment
Office: Housing and Residence Life, Division of Student Development
Term: August 1st, 2016 – May 5th, 2017 (1 year with possible renewal for a second year, if desired)

Position Description
- Assist in developing a departmental assessment plan to include: goal/learning outcomes creation, data collection, data analysis, reporting, and “closing the loop”
- Assist in the planning, creation, coordination, and implementation of departmental assessment efforts
  - Creation and maintenance of departmental learning outcomes
  - Surveys and other quantitative data collection
  - Focus groups and other qualitative data collection
  - Analyzing collected data
  - Reporting data in creative ways, including infographics and annual reports
- Plan and create documents to report appropriate outcomes and data to various stakeholders
- Serve on the departmental assessment committee
- Other duties as assigned.

Position Requirements
- 20 hours per week
- Applicant must be admitted to a graduate degree program at UT Chattanooga and enrolled in classes for the 2016-17 academic year.
- Ability to work nights and weekends when needed
- Strong analytical abilities required
- Familiarity with data collection methods required
- Housing and Residence Life experience preferred
- Experience with marketing and graphic design preferred
- Strong time management, organization, critical thinking, cultural competency, collaborative spirit and enthusiasm preferred
- Self-starter with ability to think outside of the box preferred

Professional Development
- Opportunities to serve on departmental and/or campus committees
- On-going training and supervision from the Residence Life staff

Position Supervisor: Ryan Hall, Associate Director for Housing and Residence Life

Compensation: Full tuition waiver for up to 9 credit hours, $3,500 stipend/semester, $7,000 total stipend. This is a live-off position.

To Apply: E-mail Ryan Hall (Ryan-Hall@utc.edu), with a cover letter and resume stating your interest in the position by February 29th, 2016. Applications will be considered until the position is filled, but priority will be given to applications received by the initial review date of February 29th, 2016.