

**Title:** *Graduate Assistant for Assessment*

**Status:** *Graduate Assistant, 12 month appointment*

**Supervisor:** *Director of Residential Life*

**Dates:** **12 months, July 1-June 30**

**Residential Life**

University of Maryland, Baltimore County  
1000 Hilltop Circle  
Baltimore, Maryland 21250

PHONE: 410-455-2591

FAX: 410-455-1058

VOICE/TTY: 410-455-3233

[www.umbc.edu/](http://www.umbc.edu/)

**Qualifications:**

Earned Bachelor's degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. UMBC graduate students preferred. Knowledge of basic statistics and analytic techniques required, and experience with SPSS statistical software or equivalent preferred. Highly qualified candidates will have excellent communication, organization, writing, and presentation skills and an ability to communicate assessment results to multiple audiences. Additionally, highly qualified candidates will have the ability to work well independently and in teams.

**General Responsibilities:**

The Graduate Assistant for Assessment for Residential Life will coordinate and assist in the management of assessment for the department. The GAA will work to foster a culture of assessment/evaluation within Residential Life and the division of Student Affairs. These responsibilities include, but may not be limited to:

- Coordination of the annual benchmarking assessments
- Implementation of qualitative and quantitative surveys
- Quantitative and qualitative analysis and reporting of results of various assessments
- Developing presentations and executive summaries of results, including presenting assessment results at annual department retreat
- Working with managers of various units in the Residential Life department to evaluate existing assessment tools and develop new and enhanced tools
- Serve as a representative on the Student Affairs Assessment and Research Committee (SAARC) and report committee updates to department
- Prepare posters and/or presentations for Student Affairs Data Day event
- Present assessment information and procedures with student staff during staff training
- Develop professional and paraprofessional staff development sessions as requested
- Participates with Residential Life and/or division committees as schedule allows
- Working with paraprofessional student staff as needed
- Attending professional development sessions when opportunities arise
- Other duties as assigned in helping foster the goals of the Residential Life office



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**Residential Life Expectations:**

- Maintain approximately 20 office hours per week
- Attend the summer department retreat and participate in monthly department meetings
- Perform all related duties as requested

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**Salary:**

Remission of tuition for 9 credits per semester, or 18 credits within 12 months (does not include mandatory graduate student fees), 10-meal plan (while the University is in session). Partial University of Maryland System benefits and salary range commensurate with degree program and on-campus living status for the 12-month appointment.

**Apply To:**

To apply please send a cover letter, resume, and the names and contact information of three references to [RLrecruitment@umbc.edu](mailto:RLrecruitment@umbc.edu) with GA for Assessment Application as the subject line

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color, and persons with disabilities are encouraged to apply.

Please direct questions about this position to Lauren Mauriello at [lmauriel@umbc.edu](mailto:lmauriel@umbc.edu).