Title: Graduate Assistant for Assessment

Status: Graduate Assistant, 12-month appointment

Supervisor: Assistant Director for Student Conduct

Dates: July 1 – June 30

Qualifications:

Required:
- Earned Bachelor’s degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required.
- Knowledge of basic statistics and analytic techniques required.
- Ability to synthesize large amounts of data and communicate assessment results to multiple audiences

Preferred:
- UMBC graduate students in their first year of graduate school enrolled in a program such as Public Policy, Psychology, Sociology, Health Information Technology or related field.
- Experience using statistical or data visualization software, such as SPSS or STATA and/or Nvivo or Tableau
- Knowledge or experience developing and administering surveys
- Experience using QualtricsXM
- Highly qualified candidates will be highly motivated, organized and detail oriented. They will have excellent interpersonal, communication, writing, and presentation skills. They will have the ability to work independently and in teams.

General Responsibilities:
The Graduate Assistant for Assessment (GAA) for Residential Life will coordinate and assist in the development of assessment tools and plans, and the collection, analysis and management of data for Residential Life. The GAA will work to foster a culture of assessment/evaluation within Residential Life. Responsibilities include, but may not be limited to:
- With departmental Student Affairs Assessment and Research Committee team, develop, write and implement the annual Residential Life Assessment plan
- Coordinate annual benchmarking assessments (including Skyfactor)
- Plan, develop and implement qualitative and quantitative assessments such as surveys and/or focus groups
- Quantitative and qualitative analysis and reporting of results of various assessments
- Communicate results of assessment projects to residents, staff and the department through emails, assessment webpage, and professional development opportunities including RL Lunch & Learns, and departmental, divisional and University-wide presentations
- Develop presentations and executive summaries of results, including presenting assessment results at annual department retreats and conferences
- Manage the appropriate storage of departmental data
- Working with managers of various units in Residential Life, evaluate existing assessment tools and develop new and enhanced tools.
- Serve as a departmental representative on the Student Affairs Assessment and Research Committee (SAARC) and report committee updates to department
• Prepare posters and/or presentations for divisional data sharing and professional development events including New Staff Orientation and Assessment 360
• Develop professional and paraprofessional staff development sessions as requested
• Participate with Residential Life and/or Divisional committees as schedule allows
• Consult with staff at all levels on data tools, and assessment results
• Attend professional development sessions when opportunities arise
• Other duties as assigned in helping foster the goals of the Residential Life office

Residential Life Expectations:
• Maintain approximately 20 office hours per week
• Attend the summer and winter department retreat (typically the second week in July and the second week in January) and participate in monthly department meetings (typically Wednesday mornings)
• Perform all related duties as requested

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.

Apply to:
To apply, email rlrecruitment@umbc.edu and attach a cover letter, resume, and the names and contact information of 3 references. Please be sure that the following information is included when you name your files: Your last and first name and the document type, and the title for the position title for which you are applying. For example: Mauriello Lauren.Resume.GA for Assessment

Student Affairs Mission Statement:
The Division of Student Affairs facilitates learning and prepares students for success in our multi-cultural and increasingly global society and work force.

Residential Life Mission Statement:
The mission of the Residential Life Office is to provide facilities, services, and programs that support the academic mission of the institution and enhance the quality of life for students that live on campus. Residential Life staff foster the personal, social, academic, and leadership development of resident students and prepare them to be active and responsible citizens within the UMBC community and beyond.

Residential Life Vision Statement:
Residential Life co-creates exceptional and innovative living-learning environments for our campus community.

Residential Life Diversity Statement:
UMBC is a community composed of students, faculty, and staff of different cultures, sexes, genders, ethnicities, socioeconomic backgrounds, religious affiliations, races, sexual orientations, and levels of ability. We take pride in that diversity. Each of us must do our part to encourage productive interaction and relationships among the residents who live in our residence halls and apartments. Residential Living exposes students to individuals and experiences that will help them learn about themselves and others, and how the differences and similarities they discover impact their daily lives. We believe that there is a great deal to be learned, taught, and shared by each of us.

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