



Assessment Graduate Assistant Student Engagement & Enrollment Services

Number of positions: 1

Job Summary: The Graduate Assistant for Assessment will act as a support person for the SEES Director of Assessment & Planning. Detailed tasks of the GA will depend on the level of expertise of the person in the position but will include the general responsibilities listed below.

Office Website: <https://www.odu.edu/sees>

Duties & Responsibilities:

- Constructing and administering surveys
- Implementing research, assessment, and evaluation activities
- Development of assessment instruments and data analysis for program evaluations
- Analyzing findings and developing reports and presentations

Required Skills:

- Regular or provisional admission in a graduate degree program (higher education program preferred) at ODU with good academic standing
- Maintain a full course of study during the term of their appointment
- Familiarity with Microsoft Office applications and/or statistical packages
- Good interpersonal and communication skills

Employment Schedule/Hours: The GA position requires 20 hours per week, including some evenings and weekend programs.

Academic Qualifications & Preferred Majors: Regular admission in a graduate degree program at ODU with good academic standing, maintenance of a full course load of student enrollment during the term of their appointment, and a 3.0 or higher GPA is required. Dropping below the required GPA or reducing one's course load below full-time can be grounds for dismissal. Preferred majors include Educational Leadership, Higher Education, Education, Psychology, Computational and Applied Mathematics.

For More Information, Please Contact: Mandalyn Gilles mgilles@odu.edu

Position Reports to: Mandalyn Gilles

Knowledge and Skills Derived from Experience:

- First-hand experience in the methodologies and metrics used to assess performance and student learning in SEES
- In-depth awareness of the complexity and methodologies for collecting, storing, and interpreting data
- Experience in preparing complex reports, including graphs, tables, and references
- First-hand experience working with a team of SEES professionals



Compensation: Annual stipend of \$13,500 will be paid over fall, spring, and summer semesters.

Length of Assistantship: 12 months/fall, spring and summer

How to Apply:

The position will be filled by the first qualified candidate. Resumes should be submitted to:

Dr. Mandalyn R. Gilles

Director of Assessment and Planning

Student Engagement & Enrollment Services

mgilles@odu.edu

