



Assessment Graduate Assistant Student Enrollment, Engagement and Services Assessment & Planning

Job Summary: The Graduate Assistant for Assessment will act as a support person for the Director of Assessment & Planning within Student Engagement & Enrollment Services. 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://ww1.odu.edu/sees/seesassessment>

Contact: sees@odu.edu

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 (data science or 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 (R or Python programming experience preferred)
- 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.

Knowledge and Skills Derived from Experience:

- First-hand experience in the methodologies and metrics used to assess performance and student learning in the division
- 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 division professionals



Compensation: Annual stipend of \$18,500 will be paid over fall (\$7,500), spring (\$7,500), and summer (\$3,500) semesters. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

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

