



Assessment Graduate Assistant Student and Campus Life Assessment & Planning

Job Summary: The Graduate Assistant for Assessment will act as a support person for the Director of Assessment & Planning within Student and Campus Life. 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/student-campus-life/scl-assessment>

Contact: rchandle@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 ed. Psych. 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 (SQL, R, Python programming experience preferred)
- Good interpersonal and communication skills

Employment Schedule/Hours: The GA position requires 20 hours per week.

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 Computer Science, Data Science, Education Psychology, Computational and Applied Mathematics.

Knowledge and Skills Derived from Experience:

- First-hand experience in 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

