



**Assessment Graduate Assistant  
Student Engagement & Enrollment 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](mailto: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 (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.

**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

