About UNCW Student Affairs Department
The purpose of the Office of Student Affairs Assessment, Research & Planning is to understand how the Division of Student Affairs at UNCW facilitates student learning and to provide ongoing assessment support for departments within student affairs. To this end, the office is committed to assessing student learning and those institutional conditions, student experiences and psychological processes that influence its development. Included within this commitment are activities designed to provide continued support for departmental formative assessments, including trafficking, satisfaction, benchmarking, and other projects necessary for annual reporting.

Another purpose of the office is to address many of the institutional and divisional challenges facing the transition from understanding assessment as evaluative based on student opinions and attitudes (student satisfaction surveys, value of service delivery surveys, etc.) to one grounded in a richer understanding of student learning, how to position this learning using language reflecting an outcomes-based approach to assessment, and how to market this new understanding to all campus constituents.

Position Summary
The Graduate Assistant provides:
* Assessment support for all departments within the Division of Student Affairs
* Support for the Division through the design, implementation, and analysis of various assessment instruments
* Training and documentation for designing and conducting surveys, evaluations, and assessments
* Support the Director of Student Affairs Assessment, Research & Planning

Minimum Qualifications
- Must be a full-time UNCW graduate student (9 credit hours or more)
- Excellent oral and written communication skills
- Computer proficiency - Microsoft Word, Excel, PowerPoint, are required. Knowledge of a statistical analysis software (SPSS, SAS, State, R, etc.) is essential. Contribute knowledge a plus
- A strong interest in data analysis/synthesis, summative report writing, with an independent work ethic.

General Expectations
- Attention to detail
- Ability to problem-solve and perform duties with little supervision
• Ability to communicate clearly and professionally with others
• Ability to work effectively in a team-oriented atmosphere
• Maintain an acceptable level of academic achievement
• Hold to confidentiality as is appropriate
• Communicate openly and honestly

Specific Responsibilities
• Data analysis
• Executive summary/report writing
• Comprehensive survey preparation and analysis
• Interdepartmental communication
• PowerPoint presentation preparation
• Best practices research
• Utilization of Campus Labs research software

The Student Affairs Assessment, Research & Planning Graduate Assistant will become proficient in the following areas by completing their assigned duties
• Project management skills
• Team work skills
• Time management skills
• Communication
• Editing, writing, and proofreading skills

Benefits:
The Graduate Assistant will receive a stipend of $10,000 for an 10 month position (August through May). Summer appointment is contingent upon funding availability.

Hours:
The position will require an average of 20 hours per week. Hours are inclusive of office hours, meetings, and programs and can be subject to demands and program needs.

Application Procedure:
Send resume, cover letter, name and contact information for three references to Allison Smith at smithah@uncw.edu.

Review of applications will begin immediately and continue until position is filled. For more information contact Allison Smith at 910.962.3065/ smithah@uncw.edu.

The Graduate Assistant reports to the Director of Student Affairs Assessment, Research & Planning and works closely with other Student Affairs Department staff members on projects.

Commitment:
Student employees in the University are respected and appreciated by the staff. Opinions and input are encouraged, important, and necessary for the smooth work flow and public image of the Division of Student Affairs and the University as a whole. The University of North Carolina Wilmington is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex, age, gender, color, national origin, ethnicity, creed, religion, disability, sexual orientation, political affiliation, marital status, or relationship to other university constituents—except where sex, age, or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for State funded employee benefit programs. Further, the university seeks to promote campus diversity by enrolling and employing a larger number of minorities and women where these groups have historically been and continue to be under-represented within the university in relation to availability and extends preference in staff employment to veterans and current State employees seeking promotion.