



Student Employee Position for the Department of Student Affairs Assessment, Research, and Planning

Compensation and Term of Employment: \$30/hour, up to 20 hours of work per week between June 1, 2022 and July 31, 2022.

Unit Summary:

The purpose of the Office of Student Affairs Assessment, Research and 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.

Competencies:

Required:

- Completion of 1 quantitative or statistical graduate course
- Knowledge of MS Office Suite (especially Excel)
- Ability to organize information efficiently
- Experience in survey creation, instrumentation, and distribution

Preferred:

- Experience in statistical software (SAS, SPSS, R)
- Completion of a graduate assessment or program evaluation course

Typical Tasks:

Please note that the student employee may not do all the tasks and may be assigned to other tasks as needed:

1. Create and revise Qualtrics surveys
2. Clean and pre-process data sets as needed
3. Transcribe and assist with focus groups
4. As directed by supervisor, meet with student affairs units to discuss assessment
5. Assist with Annual Report data collection and review

Application Procedure:

Applicants must be an undergraduate or graduate UNCW student. Please send resume/CV, cover letter, as well as names and contact information for three references to



Director of Student Affairs Assessment, Research, and Planning (SAARP) Dr. Ania Peczalska at peczalskaa@uncw.edu.

Review of applications will begin immediately and continue until the position is filled. For more information contact Dr. Ania Peczalska at peczalskaa@uncw.edu or 910-962-7512.

The employee reports to the Director of Student Affairs Assessment, Research, and Planning (SAARP) and works closely with the SAARP Research Analyst and other Division of Student Affairs staff members on projects.