Graduate Assistant Position Description
Housing & Residential Life
Assessment and Evaluation

Department: Housing & Residential Life
Supervisor Name: Larry Faerman/ Tracy Cunningham (TBD)
Assistantship Information: PhD Student
Title of Assistantship: Assessment & Evaluation

SUMMARY of JOB FUNCTION
The Graduate Assistant will develop and implement assessment and evaluation efforts for the Department of Housing & Residential Life. This position is responsible for assisting with the development of learning outcomes and recommending strategies for measurement including evaluation tools/survey composition, collection, analysis and presentation of data and recommendations of recommended practices including benchmarking.

STUDENT LEARNING/ EDUCATIONAL ACTIVITIES PERFORMED BY THE GRADUATE ASSISTANT

- Create tools for tracking, analyzing, summarizing, interpreting and reporting relevant statistics
- Coordinate the staffing and scheduling of assessment and evaluation projects
- Research appropriate programs and initiatives designed to respond to issues revealed by the assessment and evaluation process
- Report on research trends (benchmarking) applicable to Housing & Residential Life
- Collaborate with the Division of Student Affairs Assessment and Research/ FAU Office of Institutional Effectiveness & Analysis for the purpose of reporting assessments and evaluation data as the information relates to both the university and Student Affairs strategic plans.
- Serve as a consultant to professional and student staff in the development of lesson plans related to the Residential Curriculum
- Assist in the development of related reports including departmental infographic “one-pagers”, annual report, and assessment plans

LEARNING OUTCOMES:

- Gain an understanding of the student affairs/housing profession through researching informed practices and assessment initiatives
- Develop an understanding of the staffing, programming and student learning operations of residential life programs including Residential Curriculum, Faculty in Residence, Living Learning Communities, and Honors College.
- Develop an understanding of strategic planning as it relates to University, Divisional, and Departmental learning outcome and goals.
• Gain effective presentation and writing skills for assessment of the student and staff experience, events and programs.

QUALIFICATIONS OF THE POSITION

• Acceptance into a doctoral program in Educational Leadership/Higher Ed or Educational Research preferred with full time enrollment (9 credits) required
• Strong critical thinking and data analysis skills with the ability to create, evaluate and interpret both qualitative and quantitative assessments and evaluations
• Knowledge of basic hypotheses construction and ability to create evaluation tools based on those hypothesis
• Ability and desire to interact with a diverse population / strong teamwork skills
• Self-motivated, self-directed and detail oriented
• Excellent written and verbal communication skills

COMPUTER REQUIREMENTS
• Knowledge of Microsoft Office Suite required
• Knowledge of SPSS (Statistical Package for the Social Sciences) or other social science statistical analysis program required

ADDITIONAL INFORMATION
• This graduate assistantship is a 20 hour per week, year-round appointment, renewable each semester based on satisfactory performance. This position will receive compensation at a rate of $14.00 per hour worked.
• Employment will only be granted upon acceptance to a Florida Atlantic University graduate program.
• A tuition waiver is provided with this assistantship. Please see Graduate College for more information on in-state and out-of-state waiver.
• Applications will be accepted until position is filled.
• Anticipated Start Date: August 1, 2016

CONTACT INFORMATION: To apply for this position, please send a cover letter addressing skills and qualifications, resume, and 2 professional references to Larry Faerman, Ph.D. at lfaerman@fau.edu or call 561.297.2880