Program Assessment Team Assistant

Position Summary
This position will work with the Graduate School Program Assessment team performing research, running reports, and creating documentation related to the assessment work and will perform other related duties as assigned.

The position is a part-time 0.3 FTE, Graduate Administrative Assistant (GAA) position with Academic Services in the Graduate School. Appointment term is September 2019 – June 2020, with an opportunity to extend next academic year.

Duties and Responsibilities
- Research and compile information and data on graduate programs
- Synthesize and document notes from program assessment meetings
- Create documentation of outcomes from graduate program assessment plans and graduate student learning outcomes
- Create reports related to the assessment work
- May participate in team meetings and follow up with units as needed

Professional Development
This position will provide the opportunity to develop and enhance research and writing skills by performing research on graduate programs as well as documenting notes from meetings and outcomes from the program assessment project. Opportunities for enhancing communication skills will be provided via participation in meetings and written communication (email, documentation, and reports). This position will strengthen analytical skills through compiling, analyzing, and summarizing graduate program data. Organizational skills will also be developed by assembling and synthesizing various forms of documentation and data into reports for the assessment team and graduate programs. It is expected the successful applicant will be admitted to one of the following programs: Educational Leadership and Policy (PACE specialization), Public Administration, Public Affairs and Policy, or any major that provides strong preparation in program evaluation and statistical analysis.

Minimum Requirements
- Admission to a graduate degree program at PSU
- Good academic standing, enrollment in at least 9 graduate credits each term
- Excellent written and oral communication skills
- Strong analytic, organizational, and interpersonal skills
- Ability to work well in teams
- Must understand FERPA/confidentiality requirements and be willing and able to observe them
- Ability to multitask, prioritize, and work accurately with attention to detail
- Proficiency in Microsoft Office Suite and Google applications
- Willingness and ability to comply with the university’s fragrance-free value statement
Preferred Qualifications

- Experience using DataMASTER/Cognos
- Experience with Burning Glass
- Experience working with data or internet research

Hours & Compensation

- Approximately 12 hours/week during the hours of 8 am to 5 pm, Monday through Friday
- $15.38/hour
- Tuition remission for 9 credits per term at base rate ($3,906) plus 60% of mandatory fees ($300)
- Weekly schedule and start date negotiable

Eligibility: Applicant must be enrolled as a full-time, degree-seeking graduate student in good academic standing as defined by the minimum University standards. Additionally, applicants must be making satisfactory academic progress towards a graduate degree as defined by GA’s academic unit, and be in compliance with any additional requirements published by the GA’s academic unit.

To Apply: Please email resume and cover letter to grad@pdx.edu with “Program Assessment Team Assistant” as the subject line. Review of applications will begin September 10, 2019, and interviews will tentatively be scheduled the week of September 16, 2019. Applications accepted until the position is filled. No phone calls please.

After applying, regularly check your PSU email address. If contacted for an interview, you will be expected to provide additional information about your availability and references for at least two people who can speak to your work experience.