



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

DIVISION OF STUDENT LIFE

# Assessment & Strategic Initiatives

## Graduate Research Assistant Position Description

<b>Position Title:</b>	Graduate Research Assistant
<b>Classification:</b>	Graduate Assistant Position, 12 month, 20 hrs. per week
<b>Administratively responsible to:</b>	Director of the Office of Assessment & Strategic Initiatives
<b>Number of Vacancies:</b>	One
<b>Department website:</b>	<a href="https://dlassessment.utk.edu/">https://dlassessment.utk.edu/</a>

### Assessment

- Assist in the coordination of Assessment Steering Committee meetings, keeping of minutes, and dissemination of reports.
- Gain proficiency with Campus Labs and potentially additional online assessment platforms. Work with existing and develop new training tools to train departmental staff on these platforms.
- Provide ongoing support to departmental staff based on established expectations and needs – including questionnaire development, individual training, statistical analysis, data management qualitative analysis/peer debriefing, assessment planning and design, and report writing.
- Conduct general research on best practices for assessment in Student Life.

### Strategic Planning

- Assist with the design, implementation and yearly reporting of university and division of student life strategic planning efforts.
- Assist with the coordination of the strategic planning annual reports.
- Conduct benchmarking with peer and aspirant institutions
- Conduct benchmarking research on Top 25 and peer/aspirant institutions; conduct analysis of reports and findings.
- Conduct general research on best practices for strategic initiatives.

### Program Review

- Research common practices of other universities
- Assist in the creation and maintenance of the guidelines
- Assist departments through the process as needed
- Maintain the website for program reviews

## **Accreditation**

- Assist the Office of Assessment & Strategic Initiatives with the coordination of the Division of Student Life SACSCOC reporting process.

## **Division Reports**

- Work with the Director of Assessment & Strategic Initiatives in synthesizing data and generating reports and presentations for dissemination within the Division, University community, and beyond (e.g., Division Tactical Plan, Division Annual Report, Student Learning and Program Goals, Division Assessment Plans, SACSCOC).

## **General Duties**

- Serve as a member of the Office of Assessment & Strategic Initiatives staff.
- Assist in maintaining, updating, and evaluating the content for the Assessment & Strategic Initiatives office website.
- Assist in the organization and departmental distribution of Activity Code data reports.
- Assist in developing and conducting outreach, training, or workshops for assessment and strategic planning.
- Coordinate meetings and calendars for the Assessment Steering Committee and various other projects, committees, or trainings.
- Conduct reviews of professional and research literature as requested.
- Assist in conducting assessment projects for the University and Division.
- Coordinate the materials for the monthly newsletter (eVOLve With Assessment)
- Other duties as assigned.

## **Stipend/Benefits**

- \$1,300.00 per month stipend
- Full tuition waver (includes out-of-state tuition)
- Free Health insurance while enrolled in classes

## **Term**

- 20 hours/week, 12-month appointment

## **Minimum qualifications**

Successful candidate must be a PhD student, demonstrate a strong background in qualitative and quantitative research methods and reporting, statistical analysis, assessment and report writing; excellent written and verbal skills required; sound technical background; and experience with website maintenance required. Experience with Student Life preferred.

## **Application Process**

To apply, email a cover letter and resume to Melissa Ann Brown, Director of Assessment and Strategic Initiatives at [mabrown@utk.edu](mailto:mabrown@utk.edu).