

Graduate Assistantship – Assessment Coordinator

The Assessment Coordinator serves in a 10-month appointment working 10 to 20 hours per week in the Marquette Office of Assessment. The office provides leadership and support for the assessment, innovation, improvement, and the maintenance of excellence in student learning for co-curricular programs, academic programs, academic support programs, and the Core Curriculum. The office collaborates with both academic, co-curricular, academic support, and student affairs faculty and staff to plan, design, and implement assessment strategies; analyze, report and disseminate assessment results; and most importantly use those results to inform meaningful action. The Assessment Coordinator GA position actively seeks to develop important knowledge, skills, and dispositions valuable for those students who wish to work in higher education settings while providing opportunities to meaningfully apply those skills in actual practice.

Key Knowledge, Skills, and Dispositions developed in this position:

- Advising/supporting/working with faculty and staff across the university
- Meaningful application of assessment practice to academic, academic support, co-curricular, and student affairs domains
- Qualitative and Quantitative methodology, analyses, and interpretation
- Program and workshop development and facilitation
- Survey development and deployment
- Autonomy and oversight of special projects
- Work involving direct interaction with students
- Time management
- Consideration of multiple forms of evidence critically in context and appropriate to a situation
- Formal work on a university-level committee

Duties:

The Assessment Coordinator reviews and evaluates reports for academic and co-curricular program assessment; works with online reporting system to enter and retrieve assessment information; manages system access for campus users; prepares training materials for users, distributes those materials, facilitates training sessions, and responds to requests for user assistance; and advises users on assessment methods. The Coordinator must be interested in learning about the assessment of student learning and be able to work collegially with faculty and staff to help with meaningful assessment work across the university.

Remuneration:

- - Tuition Scholarship: 18 credits per academic year
- - Stipend: TBA but commensurate with typical graduate-level stipend