Goal: Graduate Assistant for Student Credentials and Outcomes

Description:
The job responsibilities include doing research and writing reports about graduate students credentials and outcomes. The Graduate Assistant will work with the Associate Provost for Graduate Studies, the Assistant Provost for Evaluation Services and Institutional Research, and the Executive Director of Career and Employment Services.

Tasks:
1. Help to compile data about graduate students’ application credentials
2. Help to create survey instrument(s)
3. Help to gather graduate student outcomes data by email and telephone conversations in order to maximize response rates;
4. Analyze data gathered to make meaningful results;
5. Produce clearly written and well formatted research reports of the results of the research regarding credentials and outcomes.

Measures of Success:
1. Application credentials
   a. Useful data about graduate students’ application credentials obtained
2. Professional survey(s)
   a. Needs of the individual and collective graduate programs met
3. Outcomes
   a. Useful data about graduates’ satisfaction and professional status obtained;
   b. Analysis of research results made correctly;
   c. Well formatted report of these results;
   d. Content in suitable format to be posted on the Web, social media and in the annual report.

Time:
This position involves 5 - 7 hours of work per week including systematic weekly meetings with the Associate Provost.

Appointment Period:
This position is for the Summer 2015 semester. If the graduate assistant achieves the measures of success and is in good academic standing, then the position may be renewed for Fall 2015 and Spring 2016.

Requirements:
The Graduate Student must meet the following requirements:
1. be in good academic standing and maintain a cumulative GPA of 3.0 or better;
2. comply with the Graduate School’s standards of academic honesty and the university code of conduct;
3. perform satisfactorily assigned assistantship duties.

Skills:
This position requires the following skills:
- Skill in survey development
- Excellent oral and written communication skills, especially telephone skills
- Self-motivation
- Ability to work independently
- Advanced skills in word processing, spreadsheets, and presentation tools, and email
- Knowledge of SPSS is preferred
- Availability to work in the evening

Compensation:
This position compensated by tuition remission of one graduate credit at the tuition rate of the graduate student’s program for the semester of work.

Applications:
Applications will be accepted until the position is filled. Please submit the following materials to the Associate Provost, Dr. Margaret McManus (mcmanus@lasalle.edu):
- Letter of interest
- Resume or CV
- Recommendation from your graduate director

An interview with the Associate Provost for Graduate Studies will also be required for application finalists.