

**GRADUATE ASSISTANT**

**POSITION:** Accreditation Research and Analysis

**SUPERVISING DEPARTMENT:** College of Education, Director of Accreditation

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University
- Outstanding written and verbal communication skills, including strong copy-editing/proofreading skills and excellent grammar
- Strong interpersonal skills
- Able to work independently with little supervision
- Conscientious and reliable, with an aptitude for creative problem solving
- Strong analytical skills; ability to collate, analyze interpret data, and to prepare data-based reports and presentations
- Facility with technological tools such as Excel, Word, and basic desktop publishing

**PREFERRED QUALIFICATIONS:**

- 1) Experience with visual/layout design, especially online
- 2) Ability to balance multiple activities and set priorities
- 3) Ability to produce detailed work with high degree of accuracy

*\*\* Acceptance into a WOU full -time, approved graduate student program is a condition of employment. The following documents are required prior to hire: Unofficial copy of currently enrolled WOU courses and Copy of the completed GTA Approval Request form.*

Re-appointment will be determined upon continuous enrollment in the graduate program, performance evaluation, and academic standing.

**DUTIES AND RESPONSIBILITIES:**

Under the direction of the Director of Accreditation in the College of Education, the Graduate Assistant will assist the Director with data gathering and analysis, report preparation, and research on issues pertaining to accreditation in academic programs in the College.

Activities and responsibilities will include:

- Procuring and analyzing data regarding enrollment, student success, budgetary impacts, and other issues at the discretion of the Director
- Prepare data-based reports to assist the Director in decision making
- Conduct research projects at the Directors request regarding higher education policy, enrollment trends, or other issues affecting COE academic programs



- Collecting information and data regularly from students, faculty and alumni
- Building capacity for engaging in alumni outreach
- Other duties as assigned and appropriate in service to the Director of Accreditation and the COE Dean's Office

**HOURS:**

Typically the Graduate Assistant is expected to work the following hours:

- Monday thru Friday, to be arranged according to the Graduate Assistant's class and study schedule, with a total requirement of 19.6 hours per week (.49 FTE). Shifts may be adjusted in response to periodic need. Office location and hours will be determined.