

GRADUATE ASSISTANT

POSITION: Institutional Research Analyst

SUPERVISING DEPARTMENT: Academic Effectiveness

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University
- Strong written and verbal communication skills
- Excellent interpersonal skills
- Conscientiousness and reliability, with an aptitude for creative problem solving
- Ability to collate, analyze and interpret data, and to prepare data-based reports and presentations
- Facility with technological tools such as Excel, Word, and basic desktop publishing

PREFERRED QUALIFICATIONS:

- Experience with visual/layout design, especially online
- Ability to balance multiple activities and set priorities
- 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 Associate Provost for Academic Effectiveness, the Graduate Assistant will assist with data gathering and analysis, report preparation, and research on issues pertaining to higher education.

Activities and responsibilities may include:

- Procuring and analyzing data regarding enrollment, student success, budgetary impacts, and other issues at the Associate Provost's request
- Prepare data-based reports to assist administrators in decision making
- Conduct research projects at the Associate Provost's request regarding higher education policy, enrollment trends, or other issues affecting higher education
- Collecting information and data regularly from students, faculty and alumni
- Other duties as assigned and appropriate in service to the Institutional Research 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.