

# GRADUATE ASSISTANT

**POSITION:** Dean's Office Support for Research and Data-Driven Analysis

**SUPERVISING DEPARTMENT:** College of Education (Dean's Office)

## **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
- Access to personal computer for working remotely
- 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.*

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 Dean of the College of Education the Graduate Assistant will assist the Dean with data gathering and analysis, report preparation, and research on issues pertaining to higher education. The Graduate Assistant may also be asked to assist with publicizing COE College events through social media and the COE web site.

Any student engaged in Social Media at WOU must attend an orientation with our Social Media representative from the Marketing and Communications Team in order to ensure consistency.

Activities and responsibilities will include:

- Procuring and analyzing data regarding enrollment, student success, budgetary impacts, and other issues at the Dean's request
- Prepare data-based reports to assist Dean in decision making
- Conduct research projects at the Dean's request regarding higher education policy, enrollment trends, or other issues affecting higher education
- Monitoring, soliciting, and updating COE-related content on COE social media platforms and web pages
- Collecting information and data regularly from students, faculty and alumni
- Interfacing regularly with MARCOM to ensure institutional consistency
- Building capacity for engaging in alumni outreach
- Other duties as assigned and appropriate in service to 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 10-19.6 hours per week (.25-.49 FTE). Shifts may be adjusted in response to periodic need. Office location and hours will be determined.