

# GRADUATE ASSISTANT

**POSITION:** Institutional Research Analyst

**SUPERVISING DEPARTMENT:** Institutional Research

## **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
- Able to work independently
- Conscientious and reliable, with an aptitude for creative problem solving
- Ability to collate, interpret data, and to prepare data-based reports and presentations
- Ability to produce detailed work with a high degree of accuracy
- Proficiency with Microsoft Excel
- Willingness to learn new software and new programming skills

## **PREFERRED QUALIFICATIONS:**

- Experience with visual/layout design, especially WordPress and Divi Builder
- Ability to balance multiple activities and set priorities
- Survey design experience, preferably with Qualtrics
- Experience with a programming language (Python, R, etc.)

*\*\* 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 Institutional Research, the Graduate Assistant will assist with data gathering and analysis, creating data visualizations, report preparation, and research on issues pertaining to higher education.

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 Director's request
- Prepare data-based reports to assist administrators in decision making
- Conduct research projects at the Director's request regarding higher education policy, enrollment trends, or other issues affecting higher education
- Monitoring, soliciting, and updating IR-related content on the IR web page
- 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, but the Graduate Assistant should expect to work at least 50% in person in the IR Office.