COLLEGE ASSISTANT POSTING

Funded: 20 hours per week
Application Deadline: March 31, 2018
Application Instructions: Send resume and cover letter to rachel.fester@baruch.cuny.edu.

RESPONSIBILITIES:
This position will provide a range of support for the Office of Assessment, Accreditation, and Institutional Effectiveness at Baruch College, including research, data analysis and interpretation, writing, and project management.

TYPICAL WORK RELATED ACTIVITIES:
- Compile, synthesize, organize, analyze, and interpret data and information (from internal and external datasets, memos, assessment activities, reports and/or publications) relating to the various projects of the Office of Assessment, Accreditation, and Institutional Effectiveness
- Assist in reviewing, developing, and/or refining assessment tools such as surveys and rubrics
- Identify and review relevant literature to inform project work
- Provide administrative support including meeting scheduling, setup, taking and distributing meeting notes, as well as other administrative and/or logistical support for the office
- Provide project management support for large-scale, institution-wide projects
- Update and maintain department websites, including internal sites for specific projects
- Write reports, memos, interpretations of data analysis, policy and procedure manuals, content for web pages, content for communication plans, and other material to support a range of projects

CONTRACT TITLE
College Assistant

QUALIFICATIONS
Preferred educational requirements: A degree in educational psychology, educational administration, psychology, sociology, economics, statistics, or a related social science.
KNOWLEDGE SKILLS AND ABILITIES
Excellent verbal and written communication skills in English
Excellent time and project management skills
Demonstrated ability to engage in basic quantitative data analysis
Advanced skills in Microsoft Word, PowerPoint, and Excel
Strong interpersonal skills and ability to maintain composure under pressure
Experience with teaching or educational administration preferred
Experience with graphic design, infographics, and/or web design preferred
Experience with assessment, evaluation, and/or institutional research preferred
Experience with SPSS, Stata, or other statistical software package preferred

COMPENSATION
Hourly rate commensurate with qualifications and experience.

HOW TO APPLY
Please email a cover letter and resume to Dr. Rachel Fester at rachel.fester@baruch.cuny.edu.

CLOSING DATE
March 31, 2018