Graduate Assistant, Assessment

The Graduate Assistant will assist with the development and implementation of all assessments, evaluations, and program reviews for the Division of Diversity and Inclusion.

About the Division
Furthering our inclusive campus efforts, the four centers within our Division: The LGBT Center, Multicultural Center, OMSAR, and the Women’s Center, continuously envision and work to institutionalize multi-faceted strategies that welcome and uplift all members of the campus community. We focus specifically on groups and individuals who have historically been excluded, underrepresented or marginalized within higher education settings.

Our university-wide efforts promote inclusive institutional policies, practices, and cultures through intersectional programs and initiatives, as well as strategic communications and advocacy. Our Division serves and celebrates all people by helping them explore productive ways to navigate intersections of diverse identities, experiences, and perspectives.

Responsibilities for Graduate Assistant, Assessment:

- Assist in developing and revising instruments and conduct assessment/research projects for DEI related programs, services, and strategic initiatives.
- Administer surveys, including drawing sample pool, marketing of survey, distribution of survey, and collection of survey tool.
- Administer non-survey assessments (interviews, intercept interviews, focus groups, document review).
- Conduct analysis of data collected for all projects conducted.
- Assist in the development and implementation of an integrated assessment plan
- Analyze, generate, and review reports for all assessment and research projects conducted, creating recommendations based on analysis and findings
- Produce executive summaries for publication on website and distribution to various audiences
- Assist in the development of protocols for communicating, marketing, and sharing relevant findings to constituents/public through reports, presentations, social media, etc.
- Establish and maintain weekly and/or bi-weekly supervisory meetings with assigned supervisor.
- Participate in professional development opportunities as offered by the Division and/or the University.
- Represent self in a professional manner with faculty, staff, students, and parents including confidentiality.
- Represent the Division of Diversity and Inclusion at on and off-campus programs.

Successful applicants will have:

- Demonstrated proficiency with analytical and statistical analysis software and Qualtrics.
- Demonstrated proficiency with Microsoft Office.
- Demonstrated experience with assessment/evaluation creation, learning outcome development, and/or strategic planning.
- Demonstrated ability to collaborate with various departments, individuals, or stakeholders.
- Demonstrated effective oral, written, and presentation communication skills.

Questions regarding this position should be directed to diversityinclusion@ohio.edu.