Office of Institutional Research and Academic Assessment

Job Description for Graduate Assistant

Due to the increasing needs for effective data sharing and reporting, as well as data analysis, the Office of Institutional Research and Academic Assessment is now hiring a Graduate Assistant (GA) to help with the development of an interactive reporting system and the maintenance of the website of the Office of Institutional Research and Academic Assessment (IRAA) for 20 hours a week for the academic year of 2016-2017. The major responsibilities of the Graduate Student are as follows:

- Assist with the development of an interactive or dynamic reporting system for the institutional profiles or fact book
- Assist with the creation of an institutional assessment web page for the Office of IRAA
- Assist with the uploading of the assessment data onto the assessment webpage and the compiling of the web-based assessment reports
- Assist with any web design, or query/report development
- Assist with the maintenance and update of the iDashboards of the university
- Assist with the maintenance and update of the homepage of the Office of IRAA
- Assist with institutional research projects as needed in the Office of IRAA
- Assist with any duties as needed by the IRAA staff

Requirements:

- A current graduate student with his or her major In Computer Science or Computer Information System.
- A current graduate student with experiences in web page development.
- A current graduate student familiar with database and/or skills in computer programming.

Preference:

- Preferences are given to a graduate assistant who can perform some basic statistical analysis.

Any graduate student who is interested in this GA position should contact Dr. Kang Bai, Assistant Provost for Institutional Research and Academic Assessment, at (573) 651-2249 and, send a cover letter, current resume and the names and telephone numbers of three references to Dr. Kang Bai via email at kbai@semo.edu.

Review of resumes will begin April 1, 2016 and will continue until the position is filled.