Position Title: **Assessment & Enrollment Analysis Graduate Staff Assistant**

**Position Description**

**Location:** Campus Life Building, Room 240A

**Supervisor:** Brian Lance (blance@niu.edu, 815.753.1834)

**GA Period:** 2016-2017 Academic Year

**Department Mission:** Student Affairs & Enrollment Management Assessment & Enrollment Analysis provides leadership and consultation of Division-wide planning & assessment initiatives, monitors and assesses student learning and other measurable outcomes, collects, manages, and distributes campus-wide data about students, and initiates and manages data and related research projects focused on strategic enrollment for staff and graduate students in the Division of Student Affairs & Enrollment Management.

**Activities and learning assignments**

The Assessment & Enrollment Analysis Graduate Assistantship within the Division of Student Affairs & Enrollment Management will provide a GA the opportunity to apply relevant learning and communication strategies and theories as he/she contributes to the department’s leadership role in Divisional planning and assessment activities.

The GA will be responsible for developing resources to assist departments in the Division in enhancing planning and assessment-related competencies. Resources may include educational programs or handouts, online content, or shadowing during one-on-one coaching for staff or departments within the Division. Further, the GA will be responsible for assisting with the management of the Division archive of departmental reports and data projects.

In collaboration with the Director of Assessment & Enrollment Analysis, the GA will collect, manage, and disseminate any relevant data pertaining to student learning outcomes or other data related to student attributes or activities.

Additional activities for the GA include:

- **Leadership**- Enabling others to contribute toward the effectiveness and success of their respective Division departments is a key component of this GA position. The GA will demonstrate leadership by actively pursuing the identification and application of relevant resources (e.g. handouts, web links, job aids, and other resources that assist departments with their planning and assessment-related activities). The GA will develop a perspective of the Division, as situated within the larger university structure, which includes an accurate perception of the various roles and responsibilities of Assessment & Enrollment Analysis within the NIU Community.

- **Administration**- Conduct research on assessment-related topics as needed. Time management and prioritization will be key to a successful GA experience.

- **Programming**- The GA will have the opportunity to participate in the development and implementation of a variety of instructional and/or educational materials and resources for Divisional departments as it relates to assessment. GA assessment skills will be developed and refined through
participation in select programs and services with the department and Division. These resources will be focused on supporting Divisional departmental success in participating in good assessment practice.

- **Communication**- Because this department works with all of the departments in the Division, as well as with the Vice President’s Office, the GA may be asked to communicate with any or all of the 21 departments in the Division as specific projects necessitate. Strong communication skills are required and opportunities to improve those skills will be provided.

- **Professional Identity**- The responsibilities of this position will assist the GA in developing and/or refining a broad-based view of Student Affairs & Enrollment Management departments. The GA may have access to data or other information that is not widely available and must exercise discretion and professionalism in identifying appropriate channels for sharing information and data.

- **Diversity/Inclusion**- Each GA has unique skills and professional development needs. As such, the GA’s own experiences in learning about planning and assessment will assist the GA in identifying the variety of approaches to increasing staff competency and providing educational resources intended to assist Division staff in learning about planning and assessment.

**Qualifications/Requirements**

- Admitted to NIU’s graduate school and enrolled in a graduate course of study.
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education, but those pursuing a closely related field or discipline at Northern Illinois University will be considered (e.g. Educational Technology, Research and Assessment; Psychology, etc.)
- A well-qualified GA will also possess the following:
  ~ A strong desire to further their knowledge of planning and assessment in Student Affairs & Enrollment Management
  ~ Experience with technology (Word, Excel, PowerPoint)
  ~ Strong organizational skills
  ~ Strong communication skills
  ~ Ability to work independently
  ~ A high level of professionalism

**Expectations**

This is a 12 month, 20 hour per week position. The Department operates on the administrative holiday schedule. Therefore, this position may be required to work during periods of time when classes are not in session – i.e., winter break, spring break.

**GA benefits**

- Through research associated with developing educational resources for Assessment & Enrollment Analysis, the GA will further their own knowledge of relevant topics to Student Affairs professionals.
- The GA will work with the Director of Assessment & Enrollment Analysis to design resource content and educational delivery methodologies, furthering the GA’s experience in applying learning and communication theories and strategies to practice.
- The GA will have opportunities to enhance his/her knowledge about the structure and function of the Division of Student Affairs & Enrollment Management.
- Stipend and Full Tuition waiver (excluding fees)

**Training and supervision**

- On-the-job training and supervision is provided. The GA and supervisor will meet on a weekly basis for up to 1 hour.

**Contact information**

Brian Lance (blance@niu.edu)