

Grand Valley State University
College of Education and Community Innovation
Graduate Assistant
Dean's Office - Accreditation

Title

Accreditation Graduate Assistant

Terms

This 9-month position is an academic year full-time (20 hours per week; 300 hours each semester) graduate assistantship. The position includes a \$4,000 stipend and tuition waiver up to 9 credits per semester for the fall and winter semesters.

Responsibilities

This GA will support the associate dean and the staff in the Office of Certification and Accreditation (OCA) that are responsible for accreditation.

- Assessment rubric data collection and management for education programs (25%)
- Data analysis and report generation for education programs (50%)
- Survey and questionnaire development (10%)
- Prepare training/reference material (5%)
- Facilitate group and one-on-one trainings covering how to use, collect, and interpret assessment data (5%)
- Review and edit faculty-prepared accreditation data reports (5%)

The graduate assistant (GA) will be expected to use Blackboard EAC, Qualtrics, and Excel. The GA should expect to work with the associate dean, staff in the OCA, and faculty program directors. This may involve serving as a support for program directors in accessing and generating program reports in Bb EAC.

Qualifications

- Fully Admitted to a graduate degree program at GVSU and in good academic standing
- Strong foundation in probability and statistics
- Knowledge of databases and data management
- Strong oral and written communication skills
- Detail oriented and able to handle multiple tasks
- Effective organizational skills
- Work efficiently with little supervision
- Conscientious
- Develop timelines and meet deadlines
- Knowledge of Qualtrics and Blackboard EAC desirable
- Knowledge of teacher education desirable

Work Station/Desk

The graduate assistant will work in the College of Education and Community Innovation and have a workstation in the Dean's Suite, which is complete with phone and technology.

Orientation

The first activity assigned will be the Responsible Conduct of Research training required of all graduate students prior to engaging in any research activities. The second assignment will be in-depth training in the use of the EAC tool in Blackboard. The graduate assistant will attend the mandatory New GA Orientation on Friday, August 23, 2024, 3:00-4:00pm in Loosemore Auditorium on the Pew campus.

Supervision

The graduate assistant will be supervised by Dr. Amy Schelling. The supervisor will be available to answer questions for the graduate assistant as they arise, as well as ensure more in-depth training is available when needed. The graduate assistant will meet with the supervisor regularly to discuss issues, answer questions, and review the progress of goals. The performance of the graduate assistant is evaluated at the end of each semester.

Selection Process

Candidates are invited to apply for this position by submitting application materials to the CECEI Dean's Office Assistant, Rafael Juarez-Yuen. Applicants should send a cover letter, three letters of reference, a CV, and a writing sample. This position will be open to graduate students pursuing their master's degree at Grand Valley State University. The position will be posted on the Workday Student Jobs webpage and notification of the opening will be emailed to faculty and staff in the College of Education and Community Innovation. Dr. Amy Schelling will screen applications, interview candidates, and hire the appropriate candidate for the position.

Contact Information

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Please apply via Workday, not via email.
Applications will be reviewed until the position is filled.