

Accreditation, Assessment, and Planning Office Graduate Assistant  
Provost's Office-2016-17

**Terms:** Full-time (20 hours/week, 10 months), with a beginning date of August 1, 2016, and ending date of May 31, 2017. A stipend of \$4,500 per semester, and tuition waiver covers up to 12 credits of tuition per semester, not to exceed 24 total tuition credits per year.

**Responsibilities:** Assist Assistant Vice President for Academic Affairs with Accreditation, Assessment and Planning responsibilities with the following;

- Facilitation of research, assessment and planning design, data collection, and analysis of measures of units and colleges as part of university-wide assessment and planning efforts
- Development of assessment and planning strategies, methods, and mechanisms, administration of data collection and entry, preparation of preliminary results and coordination of communication
- Assist in facilitation of university self-study process
- Other activities related to accreditation, assessment, and planning

**Qualifications:**

- Must be enrolled as a degree-seeking student in a graduate program at GVSU for a minimum of nine credit hours per semester
- Excellent written and verbal communication skills and analytical skills
- Experience in design and administration of surveys
- Knowledge of basic computer and web applications (i.e., Word, Excel, GroupWise email, etc.)
- Efficiently able to organize work time and manage projects
- Attention to detail is critical
- Preference is given to individual with assessment, planning and statistical analysis related experience or course-work

**Work Station/Desk:** A work station equipped with a PC, printer and phone is located in the Accreditation, Assessment and Planning Office, which is located in 3090 Zumberge Hall on the Allendale campus.

**Orientation/Supervision:** The GA will be supervised by and work closely with the Assistant Vice President for Academic Affairs, Accreditation, Assessment, and Planning. Informal performance reviews will occur every other week, with formal reviews at the conclusion of each academic semester.

**Selection Process:** Initial screening will be based on the statement of interest, and demonstrated experience with specific knowledge of skills desired. Interviews will be held with applicants whose skills and experience best match the position. Postings will be placed on the Graduate School website, Social Work internal listserv, Public Administration, Seidman College of Business, CLAS office, College of Education office, and the Student Employment job board.

Applications will be accepted until July 1, 2016; however the position will remain open until filled. A **complete** application consists of:

- Resume
- Statement of interest describing skills and experiences related to the position
- Copies of unofficial transcripts
- Names and contact information of two references; one of which is a faculty member.

**Contact Information:**

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