

TRIO-Student Support Services (SSS)
Assessment Specialist Graduate Assistant Position

Student Support Services (SSS) is looking for a SLU graduate student to fill the position of Assessment Specialist for the 2017-2018 academic year (July – May). Student Support Services is a federally funded program through the Department of Education that works with students from low- to moderate-income families, who are first-generation college students, or who have a documented disability to help them succeed in college and beyond! Student Support Services is housed in the department of Student Educational Services.

Job Duties

- Develop assessment tools for individual components of the SSS program
- Collect appropriate feedback, qualitative and quantitative, from faculty, staff, and students participating in the program
- Work closely with the office of Institutional Research and the Office of the Registrar to make use of data collection and interpretation of data in student records in Blumen
- Work with the SSS program coordinator on the collection and interpretation of data in student records in Blumen
- Make reports in staff meetings and in an annual report to the program coordinator
- Assist with the summer programs
- Abide by the policies and procedures of the Student Support Services and Student Educational Services office
- Assist with other duties as assigned

Qualifications

- Saint Louis University graduate student with advanced work in education, statistics, and/or research methodology
- Participation in professional training in assessment
- At least 2 years of experience in assessment, statistical analysis, or research methodology

Skills Needed

- Experience working with students from diverse backgrounds
- Strong oral and written communication skills
- Experience with Microsoft Office applications

This position is an 11-month appointment with 9 hours of tuition remission each semester, health insurance and a monthly stipend included. Applications will be reviewed on a rolling basis until the position is filled.

To apply for this position please submit a copy of your resume, a cover letter, and three references to Lindsay Gonterman, SSS program coordinator, via email (Idencker@slu.edu) or mail:

Student Support Services
Saint Louis University
O'Brien Hall
3745 West Pine Mall
St. Louis, MO 63108