

<b>OSU Classification:</b> Graduate Administrative Associate		
<b>Working Title:</b> Graduate Administrative Assistant		
<b>Department:</b>	Center for the Study of Student Life	
<b>Function Statement /Summary of Duties:</b>	Within the Center for the Study of Student Life (CSSL), the Graduate Administrative Associate helps coordinate outcomes-based assessment for the Office of Student Life. Edits/develops assessments using various qualitative and quantitative methodologies; analyzes data and generates reports; performs critical analysis of literature; helps facilitate training workshops related to co-curricular assessment and research.	
<b>Supervision and Essential Duties:</b>	65%	<b>Assessment Design and Implementation:</b> Edits/develops assessments using qualitative and quantitative research methods; collaborates and consults with Student Life departments regarding their outcomes assessment and research. Performs critical analysis of literature relevant to current research and best practices. Refines/develops instruments and launches assessments; analyzes data; generates reports; delivers, with other professional staff, assessment results to constituents when appropriate.
	25%	<b>Conducting Research on the Student Experience:</b> Assists with developing research projects using various methods; designs and delivers presentations on data and findings, and provides specialized reports upon request; collects and analyzes data for research projects.
	10%	<b>Additional Duties as Assigned:</b> Supports the work of the Center for the Study of Student Life, including fluid collaboration with all team members and constituents, and assists with facilitating training workshops on topics related to assessment and research in Student Life.
<b>Education and Experience:</b>	Required:	Enrolled in a Master's or PhD program in education, the social sciences, public health or a related field; Bachelor's degree in Social Science, Education, Statistics, Business Administration or related field, or equivalent combination of education and experience.
	Desired:	Experience in assessment-related work in a university setting; experience with survey development and quantitative analysis; experience with qualitative data collection and analysis; knowledge of student learning and student development theory; experience with survey software and statistical analysis software; demonstrated experience presenting data and research on student affairs topics.