

ASSESSMENT AND RESEARCH ASSISTANT

University Studies

Portland State University

University Studies (UNST) is hiring an assessment and research assistant to work on assessment, program evaluation, and applied research projects. This position will support the Director of Assessment and Research with a variety of tasks related to assessment and evaluation as well as project administration. This position requires flexibility, a positive attitude, an efficient and organized working style, ability to meet fast turnaround times, and a keen attention to detail.

ELIGIBILITY:

This is a .49 FTE position, therefore the successful candidate for this position may not have other employment at Portland State University.

RESPONSIBILITIES:

- Assist with the organization, implementation, and analysis of assessment activities for University Studies
- Assist with evaluation of UNST projects
- Work with multiple data sources (survey, student information system, enrollment reports etc.) to create data sets appropriate to a given project
- Produce statistical analyses with minimal supervision
- Summarize findings into graphics, tables, or short narratives
- Assist in responding to information requests and preparing reports using software packages for statistics, databases, graphics, spreadsheets, and word processing applications
- Provide occasional administrative assistance and support to the Director of Assessment and Research, such as logistics planning and organization of program documents.

REQUIRED SKILLS:

- Experience using SPSS statistical software
- Experience with MS Excel
- Ability to take direction and work independently
- Ability to describe and explain statistical information
- Ability to write clearly and concisely in English.
- Strong organizational skills and attention to detail.
- Ability to work cooperatively as a member of the research team.
- Ability to learn new skills quickly.
- A desire to gain experience with statistics and applied research.

PREFERRED SKILLS:

- Experience and training in research design, qualitative methodology, and data analysis
- Experience or courses in educational assessment or program evaluation
- Ability to conduct academic literature searches and summarize findings

CULTURAL COMPETENCIES:

- Creates an environment that acknowledges, encourages, and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
- Adheres to all PSU policies including the policies on Prohibited Discrimination & Harrassment and the Professional Standards of Conduct.

SCHEDULE:

This position starts Winter Term, 2019 and is eligible for renewal through spring term 2019. We anticipate funding the position through the summer term and into the next academic year for successful candidates. The person hired will be expected to work 15-20 hours per week from date of appointment. Work hours are flexible within the workweek of M-F 8am – 5pm.

COMPENSATION:

This is an hourly position paid at \$25.00 per hour.

TO APPLY:

Send resume, cover letter, list of relevant coursework, and names and contact information of 3 references to:

Rowanna Carpenter University Studies, P.O. Box 751 – UNST, Portland, OR 97207
OR send to carpenterr@pdx.edu
OR drop off at the University Studies Office, 117 Cramer Hall.

Applicants will be notified of the status of their applications by telephone or e-mail as soon as the review has been completed. Position will remain open until filled but review of applicants will begin on December 21, 2018.

Portland State University is an Equal Opportunity/Affirmative Action Employer. Qualified women and minorities are encouraged to apply.