

**Strategic Planning, Assessment, and Accreditation Graduate Assistant**  
*Office of the Provost: 2024-2025*

**Terms:** Full-time (20 hours/week, 15 weeks/semester), with a beginning date of August 26, 2024, and ending date of April 26, 2025. A stipend of \$4,000 per semester, Fall and Winter semesters, and tuition waiver that covers up to 9 credits of tuition per semester, Fall and Winter semesters.

**Responsibilities:** Assist the unit for Strategic Planning, Assessment, and Accreditation (SPAA) that exists within the Office of the Provost with the following responsibilities:

- Engage in research planning and design, data collection and entry, and analysis of measures of units, colleges, and divisions as part of university-wide assessment efforts and strategic planning efforts (40%)
- Prepare preliminary research results and coordinate presentation materials for communication to SPAA unit and wider audience (25%)
- Assist with database development and record keeping for university accreditation efforts via the Higher Learning Commission (25%)
- Support administrative functions related to online/technical tools and other activities related to strategic planning, assessment, and accreditation (e.g., GVAdvance, SPAA website, etc.) (10%)

**Learning Outcomes:** Through this position, the Graduate Assistant (GA) will engage in a wide variety of experiences including data collection and analysis efforts, which will provide an experience of the scholarly research process. Furthermore, the GA will collect and analyze both quantitative and qualitative data, evaluate assessment reports across the university, and develop an efficient and sustainable evidence base for university accreditation. At the completion of the graduate assistantship, it is expected that the GA will:

- develop (or further build upon) skills in applied research (e.g., data collection, organization, analysis) leading to data-informed decision making;
- develop professional communication and presentation skills using appropriate data and evidence; and
- gain a deeper understanding of administrative processes in higher education.

**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 communication, verbal communication, and analytical skills
- Efficiently able to organize work time and manage projects
- Must be detail-oriented, demonstrating accuracy and precision in the work product
- Knowledge of basic computer and web applications (e.g., Word, Excel, Adobe Acrobat, etc.)
- Experience in design and administration of surveys (e.g., Qualtrics)
- Ability to quickly learn new research software and other systems as needed (e.g., MAXQDA, SPSS)

Note: Preference is given to individuals with assessment and/or research analysis-related experience or coursework.

**Workstation/Desk:** A workstation equipped with a PC, printer, and phone is located in the Office of the Provost, which is in 3090 Zumberge Hall on the Allendale campus.

**Orientation/Supervision:** The GA will be supervised by the Assistant Vice President for Academic Affairs (Accreditation, Assessment, and Planning) and will also work closely with the Assessment and Accreditation Specialist. Orientation will occur the first week of the position start and training will be provided as tasks/responsibilities are assigned. Formal reviews will occur at the conclusion of each academic semester. New graduate assistants are required to attend the Graduate School's mandatory New GA Orientation on Friday, August 23, 2024, 3:00-4:00pm in Loosemore Auditorium on the Pew campus.

**Selection Process:** Initial screening will be based on the statement of interest and demonstrated experience with specific knowledge of skills desired. Postings will be placed on the Graduate School website, the Career Center job posting site, the Student Employment job board on Workday, and the Strategic Planning, Assessment and Accreditation website. Additionally, this posting will be shared via email with office coordinators of graduate academic disciplines to distribute appropriately to students admitted to the graduate program. Interviews will be held with applicants whose skills and experience best match the position.

Applications will be accepted until May 1, 2024; however, the position remains 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 whom is a faculty member

**Contact Information:**

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