



Fall 2024 Office of Academic Affairs: Institutional Research

Job Title: Graduate Assistant

Employer Name: Office of the Provost

Hours: 20 hours a week from September 2024 through May 2025 (summer hours also available)

Wage/Salary: \$15.37/hr. and two 3 credit course waivers per semester

Employment Start Date: September 2024

Contact/supervisor: Dr. Liz Brenner, Director of Institutional Research & Assessment

**Responsibilities of the Graduate Assistant will include:**

The graduate assistant (GA) in Academic Affairs will work closely with the Director for Institutional Research & Assessment to support all University-wide assessment and research initiatives on questions of retention, academic achievement, student health and risk factors, and student success. The GA will meet weekly with the Director for Institutional Research & Assessment either remotely or in person. They will also merge and clean datasets, analyze university-level data in Excel and/or SPSS, and work with the Director to synthesize results into presentations for faculty, staff and/or students. This will include summarizing data for lay audiences in tables, figures or graphics that are easy to understand and digest. Some research will involve designing and administering surveys through Qualtrics or other tools to assess satisfaction, attitudes, beliefs, health, and other variables. They will conduct literature reviews and compile annotated bibliographies designed to answer questions of practice in higher education. This position also presents a unique opportunity for first hand experience in applied research in a higher education setting.

**Hours**

- 20 hours per week per semester with opportunity to continue into the spring and summer

**Qualifications:**

- Current enrollment in a Rider University graduate program
- Proficiency with the following software: Excel, Word, Google Apps (Drive, Docs, and Sheets), and ability to learn other applications. Experience in other software (e.g. Access, Qualtrics, SPSS) a plus.
- Excellent communication, library, and computer skills
- Strong organizational skills and ability to work independently
- Ability to work with thorough attention to details and to follow through on tasks in a timely manner

**Compensation**

- Renewable on semester to semester basis dependent upon performance, budget review, and continued enrollment in graduate program.
- \$15.37 per hour
- 6 credits tuition reimbursement per semester