Position Description
University Libraries Graduate Assistant for Assessment

The Libraries' assessment graduate assistant works in collaboration with the Dean and other members of the Libraries' administration to analyze survey data and annual statistics to identify trends and actionable next steps for service improvements. Additionally, the GA for Assessment will be responsible for conducting additional surveys, focus groups, and usability studies during AY 14-15 and analyzing that data. The Assessment GA will also provide support for the collection and dissemination of internal data and statistics.

Responsibilities
  a. **Assessment Responsibilities**
      i. Analyze data collected from the campus implementation of the Ithaka Faculty and Student surveys conducted in AY13-14
      ii. Work with Libraries' administration and staff to identify and actions indicated by assessment data
      iii. Research and implement strategies for conducting ongoing assessment and user studies to shape library services, collections and spaces using a mix of qualitative and quantitative techniques
      iv. Assist with the collection and dissemination of annual Library statistics, making recommendations for improvements to the collection and dissemination processes

  b. **Participation with University Libraries Staff and Faculty**
      i. Be an active member of the Libraries Assessment Team
      ii. Attend other team meetings as needed. Examples of other Teams include Web Site, Research and Instruction, and Marketing
      iii. Attend all-staff meetings and other functions

II. **Qualifications**
  a. **Required**
      i. Experience conducting surveys and analyzing the data
      ii. Excellent analytical skills and
      iii. Strong Proficiency in Excel
      iv. Strong interpersonal and oral/written communication skills.
      v. Strong planning and organization skills and attention to detail
      vi. Ability to work independently with minimal supervision.
      vii. Ability to make effective presentations
  b. Preferred
      i. Experience with qualitative data collection and analysis
      ii. Experience with data analysis tools such as SPSS, Atlas.ti and Dedoose
      iii. Experience with usability, user feedback and/or user experience

III. **Compensation**
  Employment requires 20 hour per week (estimated August 18-May 15 with summer extension possible). Work schedule is flexible. This position pays $1000 per month stipend and includes tuition remission up to 24 credit hours, not to exceed $13,000 in a year.

IV. **Application Procedures**
  To apply send letter of interest documenting how you meet the required qualifications, resume, and two letters of reference from a former employer and/or faculty member to Jane Dunwoodie, Assistant to the Dean at jdunwoodie1@udayton.edu.