

Student Employment Job Description

JOB TITLE: Institutional Effectiveness Student Assistant

DEPARTMENT: Institutional Effectiveness and Research

REPORTS TO: Assistant to the Provost for Administration

REQUIREMENTS:

- **Education/Training:** Successfully completed at least one year of college course work
- **Experience/Background/Knowledge:** Writing, online research skills, strong mathematical skills, understanding of basic orientation and registration activities at MVNU.
- **Skills:** Computer skills, including Microsoft Excel, and elementary statistical analysis
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Be prompt, courteous, professional, and willing to learn. A customer-services orientation. Pays close attention to details. A team-orientation.
- **Special Requirements:** A desire to develop an institution-wide view. Connect research to decision-making and institutional improvement.

DUTIES (include but not limited to):

- Performing clerical tasks related to summer school
- Assisting the Assistant to the Provost for Administration with new student orientation responsibilities, organizing and scheduling academic advisors, and on-site assistance during orientation sessions.
- Collecting, organizing, and analyzing data for institutional reports related to enrollment, compliance with governmental regulations, assessment of student learning and organizational performance
- Assisting with the preparation of narrative and graphical summary reports
- Assisting with the design and analysis of survey data
- Some general office duties, filing, etc. in the Institutional Effectiveness and Research Office
- Other duties as assigned

NORMAL WORKING HOURS and DAYS: The anticipated work schedule is 30 hours a week in the summer during normal university office hours, and 10 hours a week in the school year during normal office hours. There is flexibility around chapel and class schedules.

Return completed form to Human Resources