

I. Employer/ College Name and Address

College of Education and Human Services, BFH 111

II. Department Name

Office of the Dean

III. Position Location

BFH, 111

IV. Name of Supervisor

Jason Barr

V. Position Name/Classification

Data and Accreditation Graduate Assistant

VI. Purpose/Role

This GA position assists the Dean and Dean's office staff in all aspects of national accreditation, state and federal reporting, and student learning outcomes.

VII. Duties and Responsibilities

Under the direction of the Dean, this position will compile, manage, analyze, and organize sensitive student data across multiple systems for sharing and reporting to multiple constituents.

VIII. Qualifications

Should have a background in basic statistics and data analysis.

Should have some experience writing research reports.

Well-versed in Excel, Word, PowerPoint and overall strong computer skills.

Ability to troubleshoot technological issues with OIT.

Easily learn, comprehend, and navigate new software systems.

Engage in clear and open communication with faculty, students, and employers.

Excellent time management skills and ability to meet deadlines.

Ability to collaborate with others and exhibit patience and persistence.

Must be able to work when classes are not in session (winter, spring and summer break).

IX. Wage Rate/Range

\$14.22/hour