Graduate Fellow  
Division of Student Affairs Planning and Outreach  
The George Washington University

Summary:
The Graduate Fellow with the Division of Student Affairs (DSA) Planning and Outreach Team provides project management for assessment initiatives in DSA and serves on and supports the DSA assessment committee to promote a culture of continuous improvement and data-driven decision-making in the division. The Graduate Fellow may also assist with and support other DSA planning and outreach team projects and responsibilities related to communications, development and alumni relations, staff professional development, and the Presidential Administrative Fellowship program.

Characteristic Duties and Responsibilities:
• Provide project management for assessment initiatives in the Division of Student Affairs (DSA) to promote continuous improvement and data-driven decision-making.
  o Interface with DSA units and staff members and other internal university offices and stakeholders to identify, confirm, and advise on assessment needs and activities.
  o Design, update, and/or implement new or existing quantitative and qualitative assessment activities, including surveys, focus groups, and benchmarking for DSA units.
  o Analyze the results of assessment activities, develop written reports, visualizations, and presentations to communicate the results of those activities.
  o Coordinate and/or assist with DSA departmental Continuous Improvement Plans.
  o Coordinate and/or support the administration of divisional assessment projects such as dashboards, the assessment-strategic planning matrix, and learning-oriented assessment, including enhancements to and training materials for these projects.
• Serve on and support the DSA assessment committee to build a culture of assessment within the division.
  o Actively participate in committee meetings and activities.
  o Conduct, analyze, and present research and findings to advance the work of the committee, especially with respect to benchmarking of best practices on assessment in student affairs.
  o Contribute to the committee’s assessment training efforts for DSA staff, particularly by co-facilitating workshops and creating and updating virtual resources such as websites to enhance the development of assessment knowledge and skills among DSA staff.
  o Serve as a departmental assessment liaison between the assessment committee and DSA departments to guide and support development and utilization of dashboards and the assessment-strategic planning matrix.
• Support the administrative functioning of the committee, including meeting
logistics and communications through note taking, agenda development, calendar coordination, and list-serv management.

- Assist with and support other DSA planning and outreach projects and responsibilities related to communications, development and alumni relations, staff professional development, and the Presidential Administrative Fellowship program.
- Perform other work-related duties as assigned, including but not limited to, participating in and supporting Division of Student Affairs special events and activities, and representing the division as an ambassador at university-wide events and activities.

**Required Qualifications:**

- Enrollment as a graduate student in good academic and disciplinary standing in a GW degree-granting graduate program (master’s, doctoral, or professional degree) for the entire period of employment.

**Desired Qualifications:**

- Some experience with developing, implementing, analyzing, and reporting on quantitative and qualitative assessment activities, including surveys, focus groups, and benchmarking.
- Administrative and organizational capacity and attention to detail and the ability to simultaneously manage diverse, often unrelated projects and events.
- Strong written and verbal communication and critical thinking skills.
- Some experience with technical software such as SurveyMonkey, SPSS, Excel, and/or R.
- Ability and interest to learn and utilize other systems, software, and tools such as statistical analysis software, survey/assessment management systems, web content management systems such as Drupal, listserv/newsletter management systems, data visualization tools such as Tableau, and Microsoft Office word processing, presentation, and spreadsheet software.
- High level of energy and motivation, especially for assessment, continuous improvement, and program evaluation.
- Appreciation for, and preferably experience with, working in a collaborative, team-oriented environment while also having the ability to take initiative and work independently.
- Willingness to be flexible and navigate ambiguity.

**Supervision Received:**

- Administrative and functional supervision is provided by the Executive Director of Planning and Outreach. Other Planning and Outreach staff members provide project-specific supervision as well as ongoing guidance and mentoring opportunities.

**Renumeration:**

- A wage of $15 per hour worked for approximately 20 hours per week of work during the spring semester, beginning January 2018 through mid/late May
2018. The position may also continue during the summer and/or into the 2018-2019 academic year at the same hourly wage upon the mutual agreement of the Graduate Fellow and the Planning and Outreach Team and available budgetary resources.

- Extensive training, professional development, and mentoring opportunities and hands-on professional experience to complement nearly any graduate degree program.

**Applications:**
- Submit a resume and cover letter to Dr. Toby Davidow, Coordinator of Planning and Outreach, at davidow@gwu.edu.