



UC and Associated Facilities Graduate Assistant UC Assessment, Training & Special Projects



Position Overview

The University Center and Associated Facilities (UCAF) Assessment, Training and Special Projects Graduate Assistant will work with the UCAF Associate Director and additional UCAF staff as needed to support the department's needs in the areas of assessment, benchmarking, annual/special reports, and special projects as assigned.

Position Responsibilities

Primary

- Assist with UCAF Assessment and Benchmarking Projects for a variety of areas/topics:
 - Conduct internet searches and phone/email contacts with peer institutions.
 - Work with Excel spreadsheets to track, compile and document data collected through benchmarking projects.
 - Learn to operate the computerized Event Management System Software to work with the reporting functions of the EMS software for assessment and reporting activities.
 - Generate data from various sources in order to compile and create annual department and assessment reports, charts and graphs etc. as needed in cooperation with the Associate Director.
- Research model services and programs in the University Center and Student Union profession at peer institutions and develop proposals for possible implementation at the University of Houston.
- Serve as Assistant Chair for the UCAF Assessment Work Team.
- Assist with development of student staff training tools (binders and training modules including online versions, etc.)
- Assist with development of pre- and post-assessment tools for UCAF student staff related to student learning outcomes.
- Develop components of the UCAF Annual Report.

Secondary

- Work with UC contracted vendors and/or UC retail units to develop assessment tools in order to provide analytical reports (usage, financial, satisfaction/quality of services, and effectiveness).
- Participate in scheduled UCAF meetings or training sessions as assigned.
- Work on additional UCAF special projects and provide support for UCAF programs as assigned.

Qualifications

The individual must have completed a Bachelor's Degree. The individual must be currently accepted and enrolled in a University of Houston graduate program. It is preferred that the individual have an interest in pursuing a career in the college union and student activities field. Individuals pursuing career fields that may be related or require skills which are transferable will also be considered for this experience.

Terms of Position

The Graduate Assistant will serve for one academic year with a possible option to consider a summer term and/or second year experience pending successful reviews as well as career interests. Assistantship experiences and projects will be developed in consideration of the individual's skills, interests, and career goals. The Graduate Assistant will work a minimum of 20 hours per week.

Supervision & Working Relationships

The Graduate Assistant will be supervised by the Associate Director, University Center and Associated Facilities. The Graduate Assistant may also work with other UCAF units/programs as needed related to assessment, training activities, and special projects.

Remuneration

\$ 965 stipend per month (*or the standard Graduate Assistant compensation rate for UH*)
Additional benefits include funding to attend a fall regional Association of College Unions International Conference.

Personal Development

- Develop personal goal plan to correspond with assistantship.
- Participate in ongoing personal evaluation and reflection.
- Attend the fall regional conference of the Association of College Unions International (ACUI).
- Read selected materials related to the field of student affairs and participate in components of annual UCAF Staff Retreats as assigned.

Applications & Contact Information

Application review will begin June 13, 2008 and will continue until the position is filled. Qualified individuals should submit a letter of application, resume, and names, addresses, and phone numbers of three (3) work-related references to:

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