

## **Position Title: Institute Director**

**Division:** Graduate and Professional Student Council  
**Job State Date:** July 1, 2017

**Department:** Dean of Students Office  
**Job End Date:** June 30, 2018

**Position Summary:** The position is responsible to the Graduate and Professional Student Council (GPSC), reporting to the GPSC President or persons designated by the GPSC President. The Institute Director will assist and advise the President, Executive Board, and General Council through research, surveys, and assessment. This position will work closely with the Student Affairs and Enrollment Management Assessment and Research Team.

**Work Schedule:** Part-Time (2–5 hours per week on average). Work hours are flexible.

**Application Requirements:** Limited to current UA graduate/professional students who are registered/enrolled in Fall 2017 classes.

**Compensation:** \$15.00/hour; stipend paid at the end of fall and spring semester (twice per year) through the Bursar's Office (UAccess) based on hours of work; no benefits or tuition reimbursement.

**Minimum Deliverables:** Conduct minimum of four surveys and provide respective reports with data analysis, including position papers when necessary.

### **Duties and Responsibilities:**

- Maintain the GPSC Institute including the survey data therein
- Research and track issues that impact UA graduate/professional students
- Assist with development and design of four surveys (minimum) including repeat surveys from previous years to provide longitudinal data
- Prepare an application for the Institutional Review Board if necessary
- Analyze survey data and advise GPSC on relevant issues
- Provide monthly reports to the GPSC President
- Attend at least one GPSC General Council and two Executive Board meetings each semester
- Develop a publishable report of annual findings
- Meet monthly with the Student Affairs and Enrollment Management Assessment and Research Assessment Coordinator.

### **Minimum Qualifications**

- Registered UA graduate or professional student
- Demonstrated organization and time management skills
- Ability to work effectively in an autonomous position
- Strong written and verbal communication skills
- Ability to resolve problems quickly and accurately to determine appropriate courses of action
- High proficiency in MS Office (Word, Excel)

### **Preferred Qualifications**

- Demonstrated success with student advocacy
- Experience with survey creation
- Previous professional experience