

Graduate Student Assistant – Assessment Specialist (GSA)

APPLICATION DEADLINE: Jan 28, 2022

Unit Description:

Academic Support & Engagement provides tailored, comprehensive supports within inclusive spaces in which students become critically-engaged, self-determined learners. As a result of our work, students discover and develop their strengths, establish their academic identity, engage in leadership and learning opportunities, and build the confidence and the competence they need to thrive.

We support students' academic, personal, and professional growth through Accessible Education; Learning Development & Success; Transition, Leadership & Enrichment; and the Writing Support Centre. As valued partners in student learning, our work is situated at the intersection of curricular and co-curricular activities. We help students navigate academic and life transitions, remove barriers to full participation in all aspects of campus life, and contribute to the retention of Western students.

Collectively, our professional staff and peer leaders apply a strengths-based approach to our work, offering programs and supports that are individualized and that support the entire Western community from prospective students through to postdoctoral scholars and faculty. In all of our interactions, we focus on students' potential inside and outside the classroom rather than remediating their problems, on elevating their emotional well-being, and on promoting self-awareness.

Through our work we strive to help students create a university experience that helps them thrive.

GSA Description

Reporting to the Strengths Program Coordinator, Academic Support and Engagement, the GSA will actively support the development of an assessment strategy and research plan for CliftonStrengths Programming at Western.

GSA Responsibilities:

- Create pre and post assessment tool for undergraduate and graduate students participating in Strengths Programming
- Write Research Ethics proposal for CliftonStrengths assessment to ensure any data collected through our assessment may be shared
- Create a campus wide assessment tool to help understand the broader impact of CliftonStrengths on Western's campus
- Engage in and learn about CliftonStrengths in order to inform the assessment strategy
- Conduct a campus scan to ensure our assessment plan is drawing on best practices
- Create a metrics dashboard for easy access of up to date Strengths data
- Attend meetings (in person or virtually) as needed

Compensation and Working Hours:

Western Student Experience

The GSA will be compensated at a rate of \$25.00 / hour

The GSA will work up to a maximum of 10 hours per week

Education:

- Actively completing a Graduate Degree (Masters or PhD level) at Western in areas related to:
 - Education / student development
 - Psychology
 - Statistics or related field

Experience:

- Experience working on large-scale research data, statistics, and data analysis
- Experience working in a professional environment considered an asset
- Demonstrated experience communicating in writing and verbally in a professional environment

Skills and Competencies:

- Excellent verbal and written communication skills
- Ability to effectively seek out, screen, and analyze data from a variety of sources
- Ability to organize and effectively summarize information
- Understanding of professional communication
- Experience with University Research Ethics Process
- Experience with Qualtrics
- Excellent time management skills and ability to manage multiple projects with sometimes conflicting deadlines
- Comfortable using Microsoft office suite (Word, Excel, Powerpoint, Outlook)

Learning Outcomes:

During the course of this position, the student will:

- Gain valuable experience working in a professional environment
- Develop written and oral communication skills
- Enhance critical thinking and analysis skills
- Gain experience creating comprehensive program assessment tool

Application Instructions:

Interested candidates should send a Cover Letter and CV/Resume to Alex Elias by **January 28, 2022**

Contact:

- Alex Elias
- Strengths Program Coordinator
- aelias@uwo.ca