

Assessment & Development Student Coordinator

Student Life & Leadership, Carolina Union

JOB DESCRIPTION:

The Assessment & Development Student Coordinator for Student Life & Leadership in the Carolina Union plays an integral role in the assessment and co-curricular development efforts of the organization. This position will assist in evaluating co-curricular programs offered by the Union and co-constructing reports on strategic planning and measurable goal setting as it pertains to the continued development of our existing and new programs.

Grade 2, Step 1 or 2 based on experience (10 hours/week; must have availability a minimum of 3 days/week)

<p>RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Synthesizing and reporting data collected • Updating and maintaining employee rosters and dashboards • Constructing, editing, and presenting findings reports with Co-Curricular Learning & Assessment Program Coordinator • Maintaining Social Media Accounts for Student Life & Leadership • Complete assigned project to-do lists using project management software • Building and maintaining archives for completed and on-going projects • Directing recruitment and marketing initiatives for varying projects • Use time in-between projects for individual professional development that can then be shared with student employee peers and fulltime staff • Other duties as assigned
<p>INTENDED LEARNING OUTCOMES</p>	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Comprehend general assessment purposes, politics, and protocols within the context of Higher Education • Understand basic methods for assessing student learning and development • Create reports that use data driven storytelling as a means of sharing the narrative of Carolina Union initiatives • Connect transferrable skills gained through this role to professional career goals
<p>REQUIREMENTS</p>	<ul style="list-style-type: none"> • Passion for innovative and data drive story-telling • Ability to independently complete tasks and meet deadlines • Effective and proficient written and oral communication • Excellent creative thinking and problem solving skills • Must be able to give and receive direction and constructive feedback • Working knowledge of Adobe InDesign is preferred, but not required • Working knowledge of STATA, SPSS, or Tableau is preferred, but not required
<p>CEIA COMPETENCIES</p>	<ul style="list-style-type: none"> • Communication • Critical Thinking • Interpersonal Development