University of Massachusetts Amherst

On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Project Assistantship

Application Deadline: Applications will be accepted until the position is filled

Job Description (No Clerical duties permitted):
• Work on assessment projects related to Office of Undergraduate Student Success goals.
• Research various student initiatives and programming to guide practice and programming within unit.
• Collect and analyze assessment data from a variety of sources and programs across campus.
• Identify outcomes and develop metrics for the assessment of various programs and services.
• Review UMass retention and persistence data and assist in the identification of action for improvement.
• Participate in program outreach events (Open Houses, Majors Fair, and various Career Fairs).
• Other duties as assigned.

Experience Required:

Additional Information:
Skills required:
• Graduate student enrolled in a degree program related to job duties and in good academic standing.
• Excellent organizational skills.
• Excellent written and verbal communication skills
• Strong computer literacy (Drupal, Publisher, Word, Excel) and accuracy with detailed information.
• Ability to work well independently and take initiative on new tasks, in addition to working collaboratively with professional staff and other graduate assistants.
• Willingness to learn new skills and work in an ever-changing office environment.
• Inquisitive, open-minded, and flexible when beginning new tasks and projects.
Application Process:
• Submit a resume and a letter of interest to Eric Moschella, Associate Provost for Student Success, at apstudentsuccess.umass.edu
• Please use subject line, “Student Success Assistantship Application” when submitting application.
• In your letter of interest, please indicate why you are interested in working in a student success centered office, your academic program/area of study, relevant experience, and how this position will complement your studies.

Dates of Appointment: From 09/03/17 To 05/23/18

Hours/Wk  20    Stipend $  25.23

How to Apply:    Call □    In Person □    Submit Resume ☑

Dept. Name : Undergraduate Student Success    Contact Person: Joanne Buchanan

E-Mail contact: apstudentsuccess@umass.edu

Bldg. Address: 609 Goodell    Phone: 413-545-6493