University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Project Assistantship

Application Deadline: Until position is filled

Job Description (No Clerical duties permitted):
The individual will assist members of the professional staff with the completion of questionnaires and analytical reports, and help with a variety of special projects.

Duties include the following: Assist in the compilation of data for college guide questionnaires and other requests for information about the campus. Collect information from existing office resources, other campus offices, or external sources (e.g. other universities or higher education organizations). Assist in the development and production of analytical reports using Microsoft Excel spreadsheets and charts (graphs), Word, PowerPoint, Adobe Acrobat, InDesign, and other appropriate software.

Experience Required:
Excellent quantitative, technical, oral and written communication skills are important. The ideal candidate will have knowledge of spreadsheet (Microsoft Excel preferred) and word processing software and data analysis. A background in Social Sciences or Higher Education is desirable. Organizational skills, accuracy, and attention to detail are important.

Additional Information: The Office of Institutional Research (OIR) provides information and analysis that supports the decision-making process, complies with reporting requirements of external agencies, and responds to ad hoc requests for information. Many of the official statistics about the campus, and for Academic Affairs in particular, are reported by OIR.

Dates of Appointment: From 05/24/15 To 08/29/15

Hours/Wk  20 Stipend $ 22.76

How to Apply: Call ☐ In Person ☐ Submit Resume ☒

Dept. Name : Office of Institutional Research Contact Person: Sheila Seuffert

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