

**Position Class Title:** Graduate Assistant

**Extended Job Title:** Data Analysis and Reporting

**Organization:** Office of Planning and Assessment

**Position Description:** A graduate student in an institution of higher education employed in support of a department or unit responsible for work assigned by the supervisor within the unit or department, which utilizes knowledge beyond undergraduate academic studies.

**Major/Essential Functions:** The Office of Planning and Assessment is responsible for several tasks related to the University's accreditation, assessment, and strategic planning. The major function of this graduate assistant position will be to help with the administration, data analysis, and reporting of student learning assessments. We seek to hire a graduate assistant who is:

- Familiar with and comfortable doing basic descriptive and analytic statistics
- Familiar with a statistical software package (e.g., SAS, SPSS, AMOS)
- Familiar with or willing to learn more advanced statistical methods
- Able to clearly communicate findings verbally and in writing
- Familiar with or willing to learn about quantitative and qualitative research methods
- Organized and able to keep track of several different projects
- Flexible and able to drop what they are doing to focus on priority projects
- Comfortable working collaboratively in a small group setting

**Special Notes:** This position will be a good opportunity for anyone interested in pursuing a career in higher education as our office is beginning to work towards TTU's 2015 SACS reaffirmation.

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