Graduate Student Worker – Part Time
Strategic Planning and Management Office, Division of Student Affairs, Rowan University
Report to the Director of Strategic Planning and Management

Essential Duties and Responsibilities
• Help maintain and update the Student Affairs Assessment System.
• Assist in coordinating assessment projects and tasks.
• Monitor assessment data collection.
• Assist with development of reports for assessment purposes.
• Provide support and training for staff on the assessment system.
• Perform other related duties as may be assigned.

Desired Qualifications
• Experience working with assessment data.
• Excellent verbal and technical writing skills to create documentation and reports.
• Advanced proficiency in common business applications such as Excel, Word, PowerPoint, email, web applications, and chart software.
• Ability to juggle multiple tasks and projects.
• Ability to work independently and as part of a larger team.

Start Date
February 2020

Compensation
$15 per hour, up to 15 hours per week

Application
Interested candidates should email a resume and cover letter to Jen Rhodes at rhodes@rowan.edu