Duties/Responsibilities:

The Assessment and Accreditation Student Assistant works under the supervision of the Accreditation Liaison Officer (ALO) and the Special Assistant to the Dean for Assessment and Accreditation. The position’s primary responsibility will be the entry of assessment plan data for academic and administrative departments into the new Planning and Self-Study (PSS) platform from Watermark. The A&A Student Assistant will also assist with the training of department coordinators, proofreading documentation, and other clerical duties as needed.

Position Requirements/Preferences (Specific computer skills/software; course completion, dress requirements, etc.):

- Demonstrated ability to manage time-sensitive projects with an attention to detail and accuracy
- Strong communication skills (both written and verbal)
- Comfort with basic Microsoft Office technologies and a willingness to learn PSS
- Education minor or interest in / experience with assessing outcomes a plus
- Preference will be given to students willing to work up to 35 hours during Spring Break

Start date: As soon as possible
End date: May 15, 2021
Work Schedule: Virtual (Online)
Hours Per Week: (not to exceed 8 hrs./week): 8
Starting pay rate: $15.00

To apply, please submit student employment application to mschnirring@oxy.edu