Graduate Assistant Position
Testing Services and Student Life Research

The Office of Testing Services and Student Life Research at the University of Arkansas Little Rock is seeking a full-time graduate assistant for the Spring 2015 semester.

POSITION RESPONSIBILITIES: The person hired for this position will be asked to perform the following:

- Acquire necessary training to administer paper-pencil and computer based exams
- Collect testing fees, make deposits
- Research and analyze data to develop and improve testing processes
- Serve as a resource to other departments and students regarding testing program information, scoring, policy, procedure
- Develop and maintain databases and spreadsheets to track and verify examinees and testing scores
- Administrative duties, including greeting visitors, answering phones, completing mailers, coordinating testing schedules, coordinating staffing schedule, setting appointments for examinees by mail, by phone, and in person
- Serve as an assistant to the Testing Coordinator, the Data Central Manager, and the Director of Testing while performing other duties as assigned
- Coordinate special projects related to student life research, evaluation, and assessment

REQUIRED QUALIFICATIONS: The successful candidate will be currently pursuing a Masters or Doctoral degree in College Student Affairs, Higher Education Administration, or related field. The candidate must also be enrolled in at least nine credit hours of coursework and be in good academic standing.

DESIRED QUALIFICATIONS AND/OR EXPERIENCE: The successful candidate will be a fast learner, with the ability to administer examinations in confidentiality. The candidate should also possess knowledge of the higher education environment; have excellent communication skills with the ability to write, speak, and present information; be detail oriented, with organized and efficient work habits; have the ability to complete projects with rapidly changing priorities; and have experience with Microsoft Office. The Graduate Assistant position is 20 hours per week of work with a paid stipend, and nine hours of tuition. This position requires that you work on campus, during business hours, Monday through Saturday.

To apply, submit a letter of application (referencing Graduate Assistant), a resume, and contact information for three professional references to: Cassandra Ward, Office of Testing Services and Student Life Research, SSC 315, 2801 S. University Avenue, Little Rock, AR, 72204; or email to: Cassandra Ward, cdward@ualr.edu. Packets must reference Graduate Assistant Position in the letter of application and the email subject line.