

UNIVERSITY RECREATION  
WASHINGTON STATE UNIVERSITY

## GRADUATE ASSISTANT, RESEARCH AND ASSESSMENT

### POSITION OVERVIEW

Primarily responsible for managing University Recreation participation data, measuring learning outcomes of University Recreation participation/employment, conducting satisfaction surveys and program evaluation, and performing market research for new and existing programs.

### DUTIES AND RESPONSIBILITIES

- Development and administration of program evaluation tools to measure learning outcomes of program participation and employment
- Coordination with other WSU units to develop and administer assessment tools
- Data collection, entry and analysis using web based surveys, WSU assessment and survey tools and statistical software
- Development and administration of research tools; including questionnaires/surveys (email, web based or paper), interviews, and focus groups
- Conducting marketing research for University Recreation programs by defining problems, developing research plans, gathering information, analyzing data, and then recommending course of action based on interpretation of the data
- Demographic analysis of Student Recreation Center, Chinook Student Center and University Recreation user data
- Generation of written reports on research findings
- Tracking demographics, social, economical, political, recreational, and higher education trends that will impact decisions
- Perform additional duties as assigned including serving on departmental committees

### ESSENTIAL WORK COMPETENCIES

- Ability to communicate effectively in a clear and courteous fashion with participants and other staff members
- Able, with or without accommodation, to communicate effectively in a manner appropriate to the environment
- Ability to effectively communicate both orally and in writing with a variety of personality types and cultures during interpersonal contacts
- Ability to comprehend and implement oral and written instructions
- Ability to apply reasoning skills when confronted with circumstances requiring that a discretionary decision be made
- Ability to establish priorities and construct further plans after an initial assessment
- Ability to formulate and employ an appropriate course of action for a given situation for which no specific rule or procedure has been established
- Possess the ability to apply theory-based instruction or training to practice
- Ability to uphold departmental policies and standards in stressful situations
- Ability to resolve conflicts in a professional manner

### QUALIFICATIONS

#### Required Qualifications:

- Bachelors degree
- Acceptance to WSU Graduate program
- Excellent written and verbal communication skills
- Ability to work collegially and collaboratively with diverse internal and external constituencies
- Demonstrated excellence in customer service skills
- Computer knowledge, including proficiency with spreadsheets and statistical software

#### Preferred Qualifications:

- Understanding and experience in the measurement of student learning outcomes
- Experience performing market research
- Experience developing, administering and evaluating results from customer satisfaction surveys and program evaluation tools
- Experience managing large datasets

- Experience preparing research results for presentation to administrators and other stakeholders
- Knowledge of University Recreation mission, programs, services and facilities

## LEARNING OUTCOMES OF EMPLOYMENT

At University Recreation we are committed to providing Graduate Assistants with an experience that will prepare them for a professional career. Graduate Assistants will be asked to assume a great deal of responsibility and perform as part of the professional staff. Through employment at University Recreation and professional development opportunities, Graduate Assistants will advance in the learning outcomes listed below.

1. Inclusion – Effectively functions with people who have backgrounds, ideas, attitudes, and behaviors that are different from their own and creates a welcoming environment for all
2. Leadership – Demonstrates leadership in a professional setting
3. Professionalism – Demonstrates behaviors appropriate for a professional setting
4. Wellbeing – Articulates role of active living in contributing to individual and community health and wellbeing. Educates self and patrons regarding wellbeing concepts so that both can make choices that allow them to achieve their highest quality of life.

## STARTING DATE

August 1, 2018 (staff paid hourly at \$15.50/hour until August 15). Assistantship takes effect August 16, 2018.

## COMPENSATION

Approximately \$14,166 (.5 FTE) and includes waiver of tuition. Individuals are responsible for paying residual student fees each semester of approximately \$1,100 which is not covered by the assistantship. Students will receive individual medical coverage as part of the assistantship. Nine-month position (August 16 – May 15). Summer employment at hourly rate available. Individuals must reside in Washington State during employment and apply for resident status during first year of assistantship. Assistance for professional development opportunities is available.

## APPLICATION PROCESS

Applications are due by December 1, 2017. Please mail or email a copy of your resume, name and contact information of 2- 4 references, cover letter and application Joanne Greene, 250 Student Recreation Center, Pullman, Washington, 99164-1830 or [joanne\\_greene@wsu.edu](mailto:joanne_greene@wsu.edu).

## ADMISSION REQUIREMENTS

Requirements include a baccalaureate degree or equivalent from an accredited college or university; acceptance by the WSU Graduate School, (a GPA of 3.0 or above, official transcripts, 3 letters of recommendation are required by the Graduate School). Visit [www.gradschool.wsu.edu](http://www.gradschool.wsu.edu) for more information. Applications to the Graduate School are due by January 10, 2018 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.

EEO/AA/ADA