



College Assistant – Office of Assessment  
Office of the Provost, Hunter College

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The **Office of Assessment** works with faculty and staff across the College to help them explore student learning and success in their courses, departments, programs, and offices. The Office offers workshops and consultations on student learning assessment and offers guidance on evaluating offices and grant-funded programs.

The Office is seeking a graduate-level College Assistant, who would report to the Director of Assessment and support the Office's function by working across multiple projects.

**Primary Responsibilities:**

*Assessment Support*

- Review syllabi and assignments for best practices and provide feedback
- Gather tools and guides to support academic and administrative assessment
- Conduct and analyze interviews and focus groups on student success
- Assist in survey design, preparation and analysis
- Conduct other analyses, prepare reports and presentations as needed

*Office support*

- Update website
- Maintain newsletter
- Assist with events, including minutes
- Schedule meetings

**Required Qualifications:**

- Trained in qualitative research methods (surveys, interviews, focus groups)
- Experience with Microsoft Excel required; Adobe Creative Suite, Qualtrics, Atlas.ti /NVivo desired
- Effective oral and written communicator
- Highly organized, detail-oriented with excellent time management
- Interest in student learning and success, as described in Hunter's mission and strategic plan

*Position starting in the fall 2014 for period of one semester with potential extension to two, 20hr/week. Please submit a resume and cover letter to Dr. Meredith Reitman, Director of Assessment, at [mr928@hunter.cuny.edu](mailto:mr928@hunter.cuny.edu). Include COLLEGE ASSISTANT ASSESSMENT in the subject line. For more information on the Office, visit [www.hunter.cuny.edu/assessment](http://www.hunter.cuny.edu/assessment).*