

**Office of University Writing
Graduate Assistant for Research and Assessment**

Assistantship Title: Program Assistant for Research and Assessment

School/Program Preference: EFLT, Organizational Psychology, Industrial Engineering, English, Communication, or others with relevant skills, experience, and interest

Office/Department: Office of University Writing/ Provost Office

Contact Name: Margaret Marshall, Director of University Writing

Contact Email: mjm0030@auburn.edu

Contact Phone: 844-7475

Department Website: www.auburn.edu/writing

Length of Assistantship: One year. Preferred start date on first day of summer classes. Renewal possible. This is a 12 month, .5 (20 hours/week) position. The stipend for the year is \$25,000 paid on a monthly schedule, and includes a tuition remission.

Position Description

The Program Assistant for Research and Assessment works closely with the Director of University Writing and others in the Office of University Writing on program assessment, supporting faculty in assessing writing, and conducting research, including seeking and managing external funding. We are especially interested in those with long-term career interests in program assessment and administration, higher education, writing program administration, teaching, and faculty development and/or those with prior experience with assessment and research.

The successful candidate should have strong writing and time management skills. Must be able to work within deadlines, manage multiple assignments, collaborative effectively with others, and work independently. Knowledge of Excel and evidence of project management skills required. Preference will be given to those with education or experience working on complex research projects as part of a team, conducting multi-disciplinary reviews of scholarly literature, using SPSS or SAS, completing IRB processes, and writing and managing grant applications.

Responsibilities:

1. Work closely with Director and others to plan program assessment, collect and analyze data, and assist in completing annual reports.
2. In consultation with others, organize and manage research processes including IRB applications and renewals, and applications for external funding.
3. Assist the Director and others in designing and delivering programs that support faculty in assessing writing and improvements in student writing performances.
4. Complete tasks related to research and assessment as assigned and in a timely and efficient matter.
5. Work collaboratively on the research and assessment teams connected to the Office of University Writing.

To APPLY: Send letter of interest outlining relevant experience and interest and c.v. with contact information for at least two professional references to auburnwrites@auburn.edu
Position opened until filled. Review of applications begins March 15 with interviews expected by the end of the month WHEN POSITION IS NOT CONTINUING FROM PREVIOUS YEAR.