GPSC Institute Director

Position Summary: The position is responsible to the Graduate and Professional Student Council (GPSC), reporting to the GPSC President and Program Coordinator. The Institute Director will assist and advise the President, Executive Board, and General Council through research, surveys, and assessment.

Job State Date: July 1, 2016
Job End Date: June 30, 2017

Work Schedule: Part Time
Number of Hours per Week: 4-6 hours a week. The administrator must be available 2 hours every two weeks to attend standard meetings; additional work hours are flexible.

Application Requirements: Position limited to current UA graduate and professional students who are registered/enrolled in Fall 2016 classes.

Compensation: $12.00/hr (paid up to $2,000 per fiscal year); stipend/award paid at the end of each academic semester (twice per year) by GPSC through Bursar’s (reflected in UAccess); no benefits or tuition reimbursement.

Minimum Deliverables: Conduct minimum of 4 surveys and provide respective reports with analysis of the data, including position papers when necessary.

Duties and Responsibilities:
- Maintain the GPSC Institute, including the survey data therein.
- Research and track issues that impact the UA graduate and professional students.
- Assist with the development and design a minimum of four annual surveys about graduate and professional students, including repeat surveys from previous years to provide longitudinal data.
- Prepare an application for the Institutional Review Board if necessary.
- Analyze survey data and advise the President and General Council on relevant issues.
- Provide monthly reports to the President, Executive Board and General Council if necessary, and develop a publishable report of annual findings.
- Publish a report of annual findings.

Minimum Qualifications
- Registered UA graduate or professional student
- Demonstrated organizational and time management skills
- Strong written and verbal communication skills
- Strong research and analysis skills
- Ability to work effectively in an autonomous position
- High proficiency in MS Office (Word, Excel)

Preferred Qualifications
- Demonstrated success with student advocacy
- Experience with survey creation
- Professional experience