# Job Description Example

**Assessment Assistant**

Compiles and distributes data related to student, graduate and alumni employment decisions and produces statistical reports which demonstrate the career and employment success of WMU graduates.  
  
**Major Duties:**

* Helps with department assessment projects, including survey design, data collection and analysis, and report preparation.
* Helps prepare the WMU Post-Graduation Activity Report and other assessment reports.
* Compiles and analyzes statistical data.
* Creates, maintains, and manipulates Excel reports containing confidential data.
* Identifies and accesses sources of employment data for graduates for the purpose of comparing and contrasting.
* Assists in communicating assessment results to stakeholders.
* Assists in marketing and publicizing the WMU Post-Graduation Activity Survey to increase recent graduates' participation.

**Minimum Qualifications:**

* Must be a currently enrolled WMU student.
* Proven knowledge and experience in data analysis and reporting.
* Exceptional attention to detail, problem solving, and organizational skills.
* Ability to handle confidential information.
* Proficiency in Excel (writing formulas, creating graphs, linking) and in Microsoft Word.
* Self-motivated individual with strong written and oral communication skills.

**Preferred Qualifications:**

* Background is statistics and/or evaluation, measurement, and research
* Undergraduate or graduate student with the ability to commit for a minimum of one year.
* Students who will be enrolled in summer one and summer two.

**Reports to:**  
Associate Director for Assessment and Technology  
  
**Hours:**  
This is a student role. Up to 10 hours per week year-round.  Flexible around class schedule.  
  
**Compensation:**      
C1 – C4 of WMU Student Employment Wage Scale.  For the 2012-13 academic year, the position will start at $8.82/hour.