Terry Student Center, Assessment Intern

Hiring Department: Water Tower Campus Life
Graduate, Professional and Adult Student Life

Position Title: Assessment Intern

Position Time: Single Project; paid $15.00 per hour by the hour

Due Date: Review of resumes will begin immediately

Graduate, Professional, and Adult Student Life is hiring a part-time graduate student to independently synthesize the results of a 46-question survey. Forty-two questions of the survey were quantitative questions with the responses automatically calculated. Four questions of the survey were qualitative questions generating 32 single-spaced pages of responses. The assessment intern will synthesize all responses to develop a full professional report on the survey. The assessment intern will work independently and is not restricted to specific hours or location. Survey analysis must be completed by Friday, May 24, 2019, with an earlier completion date preferred. The graduate intern will report directly to the Assistant Vice President for Student Development, Water Tower Campus Life.

Duties and Responsibilities of this position include, but are not limited to:

• Analyzing responses to a 46 question survey
• Summarizing responses to 4 qualitative questions which generated 32 pages of singled space responses

Qualifications for this position, but are not limited to:

• Must have completed a graduate level course in assessment methods, or the equivalent
• Must be able to work independently without supervision.
• Strong communication skills, both written and verbal.
• Attention to detail.
• Must be enrolled as a student at Loyola University Chicago.
• Previous experience in survey analysis is a plus, but not required.

Other Notes:
• This position will start immediately.

For inquiries, please email your resumé and a short description of your interest and qualification to Jack McLean, Assistant Vice President for Student Development, jmclean@luc.edu. Review of resumes will be begin immediately.

The Water Tower Campus Life Department encourages candidates to apply who identify as being from diverse backgrounds with regard to ethnicity, culture, gender, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are valued in this office as well as throughout this university.