

### **Assessment Assistant (Undergraduate)**

To apply for this role please send the following documentation to Jenny Ge at [jenny.ge@ryerson.ca](mailto:jenny.ge@ryerson.ca)

- Resume
- Cover Letter

Work Hours per week (no overtime): 35.00

Salary Rate: \$17.00

Start Date: May-17-2021

End Date: Aug-20-2021

**\*Please note this role will be operating remotely during the duration of the summer\***

**Interviews are being offered on a rolling basis until the position is filled. Applicants must receive Career Boost approval to be eligible for this position:** <https://www.ryerson.ca/student-financial-assistance/student-employment/undergrad-careers/>

The Department of Special Projects & Storytelling in Student Affairs creates opportunities for students to tell their own stories, in their own way. For students who have something to say about their experience, SA Storytelling is here to help bring that to life so that students can be heard, their experience can be enriched in the process, and other students, faculty, and staff can learn from what they hear. We do this through marketing & promotions support for Student Affairs, leading @rustudentlife, and engaging in meaningful assessment, research, and design. Learn more at [ryerson.ca/studentaffairs/storytelling](http://ryerson.ca/studentaffairs/storytelling).

The successful candidate will work alongside the Assessment & Research Specialist, Student Affairs Storytelling, to define assessment questions and to support the collection, interpretation, and dissemination of data regarding programs and services within Ryerson Student Affairs. As part of the summer position, the incumbent will be embedded onto the Orientation Storytelling Team (part of the larger O-team) and will work collaboratively to develop an assessment plan for various Orientation activities. The incumbent will also support other ongoing assessment projects and initiatives. The role is an excellent experiential learning opportunity for students who have some experience and may be interested in pursuing future opportunities in research, program evaluation, education, and/or student affairs.

#### **Responsibilities:**

- Create an assessment plan for transition events that incorporates diverse data collection methods (e.g., focus groups, interviews, surveys, social media polls, etc.), taking into consideration current contexts, event facilitator needs, feedback from previous years, and more.
- Translate data results into compelling stories that can be shared with diverse audiences.
- Support the rollout of the new SA curriculum and assessment plan.
- Support assessment activities across SA such as data collection, qualitative coding, creating infographics, etc. with guidance from the A&R Specialist.

#### **Qualifications:**

- Experience working on research projects at various stages (e.g., defining questions, designing instruments, analyzing data, writing reports, etc.).
- Awareness of personal biases; sensitivity to ethical issues surrounding assessment and research (completion of TCPS 2: CORE is an asset).
- Excellent communication (oral and written) and teamwork skills.
- Curiosity and willingness to engage with different approaches to assessment.
- Experience with qualitative and quantitative data analysis is an asset.

#### **Technical or Software Skills:**

Excel, Google Suite, Google Calendar