The mission of the Office of Quality Enhancement is to serve as a resource to faculty and staff at all levels of the university to ensure quality programs and continued improvement.

Position Summary
The Graduate Assistant will:
- Provide assessment support for all departments within the Division of Academic Affairs and other units across the university;
- Support faculty and staff through the design, implementation, and analysis of various assessment instruments;
- Coordinate training and documentation for designing and conducting surveys, evaluations, and assessments;
- Support the Director of Quality Enhancement;
- Coordinate efforts between the Offices of Institutional Research, Institutional Effectiveness, and Quality Enhancement;
- Provide updates to the Quality Enhancement website as needed.

Minimum Qualifications:
- Enrollment in a graduate degree program at Texas Christian University;
- Computer proficiency – Microsoft Word, Excel, PowerPoint are required. Willingness to learn other software such as Prezi, WordPress, SPSS, SAS, and other proprietary software;
- Excellent oral and written communication skills.

General Expectations:
- Attention to detail;
- Ability to solve problems and work independently;
- Ability to communicate clearly and professionally with others;
- Ability to work effectively in a team-oriented atmosphere;
- Maintain an acceptable level of academic achievement;
- Maintain ethical standards;
- Communicate openly and honestly.

Specific Responsibilities:
- Update and maintain excel spreadsheets;
- Executive summary/report writing;
- Interdepartmental communication;
- PowerPoint or Prezi presentation preparation;
- Update the Quality Enhancement website as needed.
Learning Outcomes for the Graduate Assistant:
- Knowledge of accreditation, assessment and evaluation;
- Knowledge of Academic Affairs;
- Knowledge of who a university works;
- Project management skills;
- Team work skills;
- Oral and written communication;
- Research skills;
- Data analysis skills;
- Computer skills (WordPress and Xitracs).

The Graduate Assistant reports to the Director of Institutional Effectiveness in the Office of the Provost and works closely with units within Academic Affairs and across the university.