Graduate Assistant for Assessment Position Description

Graduate students in FSL will work alongside student leaders, student organizations, and professional staff to fulfill the mission of the office. Graduate students serving in the split position will have a primary responsibility within Fraternity and Sorority Life as Graduate Hall Directors, and will work the other half of their assistantship in another department within the Division of Student Affairs.

The Graduate Assistant (GA) for Assessment in Housing and Residence Life (HRL) at Texas Christian University (TCU) is a part-time (10-month), 10 hours per week position. The GA will be responsible for providing relevant and timely assessment and analytics allowing for data driven decision making. Evening and weekend hours are periodically required. This position reports to the Assistant Director of Housing and Residence Life, and will receive special project assignment from the Director of Housing or another member of the Leadership Team. The GA position will serve as a committee member to the HRL Assessment Committee. The primary responsibilities are:

Serve as a Hall Director for up to three organizations:
- Mentor and advise up to three Chapter Resident Assistants
- Oversee community building within a fraternity or sorority residence hall
- Assist in development and execution of residential programming
- Facilitate weekly curriculum-driven staff meetings with Chapter Resident Assistants
- Aid in the leadership development of Chapter Resident Assistants
- Adjudicate resident conduct cases including alcohol violations and community standards violations
- Serve in the on-call rotation for Fraternity and Sorority housing Residence Hall Community

Assessment:
- Assist in the administration of departmental assessments and focus groups
- Administer bi-annual Skyfactor Assessment
- Develop KCE reports per residence hall
- Create and analyze assessment for HRL committees
- Assist is the administration of Qualtrics Reports, including staffing and crisis response reports
- Attend staff meetings for HRL professional staff
- Research current trends and best practices related to assessment and analytics
- Develop marketing material that highlights assessment results in Housing and Residence Life
- Provide educational trainings, events, and presentations to increase student awareness major data findings

As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law.