OPEN POSITION: Research and Administrative Support for the ASSOCIATE DEAN  Position will be paid hourly for Summer quarter, then .50 GRADUATE ASSISTANTSHIP 2015/16

Work Commitment: 10 to 15 hours per week – research, professional, and administrative duties. Position available Summer 2015 as hourly student worker. Position will convert to a .50 GTA appointment next academic year through fall 2016. Half time .50 GAs work 10 hours/week.

Pay and Benefits: Compensation = $16-$20/hour - This is a non-appointed student employment position, non-benefitted, paid bi-weekly and does not include tuition waiver through summer 2015 quarter. ***Position converts to .50 GTA appointment (12 cr hr waiver=$14,388 + $8,000 doctoral stipend) starting fall 2015 through fall 2016.***

Supervisor: Dr. Janette B. Benson, Associate Dean Morgridge College of Education

JOB DUTIES: The student worker providing administrative support for the Associate Dean of the Morgridge College of Education will be involved in several projects, primarily providing data analysis and administrative support for CAEP accreditation, as well as providing a wide range of administrative support for the day-to-day functioning of the office and for special projects as they arise. Activities will include, but are not limited to: data collection, statistical analysis and reporting, along with conducting Internet and library research; compiling a wide range of data and content information regarding accreditation; data organization; drafting and editing documents; and creating and maintaining Excel spreadsheets and other data collection systems (e.g., Qualtrics, DU Assessment, Portfolio).

Required Qualifications: a) Proficiency in written and spoken English; b) Excellent communication and interpersonal skills; including diplomacy, tact, and professionalism; c) Strong reasoning abilities, including analytic skills, critical thinking and excellent judgment; d) Strong mathematics and logical skills, including data organization, representation, and statistical analysis, creation and maintenance of Excel spreadsheets; Qualtrics, Statistical Analytic packages (e.g., SPSS, R, etc); and e) Other skills and abilities, including ability to work with sensitive information by honoring discretion and understanding the importance of integrity and confidentiality.

Education: Preference will be given to advanced MCE doctoral students from the Research, Methods and Statistics, Higher Education and, Counseling Psychology programs.

Work Environment: This position is located in the lobby area of the Dean’s suite and is expected to behave with the highest levels of professionalism as a representative of the Dean and Associate Dean.

TO APPLY: Send email with professional letter of application along with your resume or CV to: jbenso@du.edu or jbenso@psy.du.edu

Deadline to Apply: This position is available Summer 2015, however could start as early as mid-May to provide training. Applications will be considered until the position is filled. This position will be converted into a half-time GTA (includes tuition waiver and stipend) next academic year and the incumbent will have priority consideration in hiring for that appointment pending positive performance review.
**Additional Information:** You may be expected to work during all weeks the University is open as this is an administrative position and the Dean’s Office is open during academic breaks.