OPEN POSITION: Psychoeducational Assessment Library (PAL) Coordinator

Position Requirements:

Work Commitment: 10 hours per week for 39 weeks.

Pay and Benefits: $20.00 per hour

Supervising Faculty: Ana Candelaria, PhD – Educational Services Clinic Director, CFSP program

JOB DUTIES:

Responsible for coordinating PAL, including but not limited to holding regular hours and checking out and checking in all assessment materials.

The Psycho-educational Assessment Library (PAL) coordinator is responsible for the lending oversight and maintenance of all assessment and instructional materials contained within the PAL for the MCE. The PAL consists of over $120,000 worth of materials that must be securely stored in a well-organized fashion. This person works collaboratively with the Program Chair and faculty who teach core assessment classes to ensure that identified students have access to and return all required course materials. The PAL coordinator is responsible for all check-out and return procedures and notifying the Director and faculty of any policy or student lending concerns during and at the end of each academic quarter. Other responsibilities include updating the data-base on PAL materials, ensuring that protocol stock is monitored and replenished in a timely manner, and assisting in the maintenance of Clinic client files. This person also helps identify and review newly published assessments and assists in monitoring the annual budget allotted for assessment materials. Qualifications include excellent organization, attention to detail, proficiency in the access data-management computer system, the ability to communicate effectively with students and faculty, and must adhere to high standards of test security and client confidentiality.

Required Qualifications:

Education: Preference will be given to students with knowledge of or interest in psychometric assessments.

Special Knowledge, Skills, and Abilities: Exceptional organizational skills.

TO APPLY: One page letter of intent to CFSP faculty. Please send application materials to: Ana Candelaria, PhD – Educational Services Clinic Director, CFSP program (Ana.Candelaria@du.edu)
Deadline to Apply: Applications are being reviewed for academic year 2015/16 appointment. Fall 2015 quarter starts Monday, September 14, 2015. Applications will be considered until the position is filled. Interviews may be conducted in person or via Skype for out of town students.

Additional Information: You may be expected to work during all weeks the University is open. All work hours and schedules will be coordinated and agreed upon with the Supervisor. Please see the 2014/15 Graduate Assistant Handbook for further information.