



## Graduate Assistant Position Academic Engagement—Data

Department	Center for Community Service and Justice
Position	Academic Engagement—Data Graduate Assistant
Hours & Wages	<p><b>Schedule:</b> One (1) or two (2) academic years (Summer hours have sometimes been available separately). Recipient will work approximately 15 hours per week each semester, or approximately 240 hours per semester.</p> <p><b>Remuneration:</b> \$3600 per semester, following a 50 percent stipend and 50 percent scholarship model (\$1800 will automatically go towards tuition, \$1800 will be provided as a stipend).</p> <p>**This amount is based on 240 hours/semester (15 hours per week for 16 weeks at \$15/hour). It may be prorated depending on when position is filled and how many hours of work will actually be completed during the semester.</p> <p>It is a nine month position (September to May, including some miscellaneous dates in August and December)</p>
Qualifications	<ul style="list-style-type: none"> <li>• Must be enrolled as a graduate student at Loyola University Maryland.</li> <li>• Experience with SPSS and Excel strongly preferred.</li> <li>• Research experience a plus.</li> <li>• Demonstrated written and oral communication, organization, detail orientedness, and data management skills.</li> <li>• Experience with and interest in community service, service-learning, community engagement, community organizing or social justice work.</li> <li>• Ability and willingness to work with faculty as well as University administrators.</li> </ul>
Scope & Responsibilities	<p>This position provides assessment and evaluation support for community-engaged learning and scholarship throughout the University, including the service-learning program and other academic community engagement such as courses engaging in community service, advocacy, or knowledge projects with communities.</p> <p>This position will report directly to the Associate Director for Service-Learning.</p>



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	<p>Position Duties:</p> <ol style="list-style-type: none"><li>1. Assist with data collection and recording for the service-learning program and other academic community programs and initiatives. This includes working with faculty to track information on community-engaged courses taught, student participants, and outcomes.</li><li>2. Implement and run data analysis for program assessments, including, but not limited to, the end-of-semester survey of service-learning students. Prepare data analysis reports to be shared with faculty, within CCSJ, and beyond.</li><li>3. Maintain and update information on the CCSJ website, including list of courses.</li><li>4. May assist with administration and data tracking for the community-engaged mini-grants program sponsored by CCSJ and Academic Affairs.</li><li>5. Provide support to Assistant Director of Service-Learning and the Faculty Director of Community-Engaged Learning and Scholarship with other projects as needed.</li><li>6. Participate in and support other programs of the Center for Community Service and Justice as needed.</li></ol>
Application and Contact Information	<p><b>Application process:</b> Submit cover letter and resume to Kate Figiel-Miller, Assistant Director for Service-Learning at <a href="mailto:kefigiel@loyola.edu">kefigiel@loyola.edu</a></p> <p><b>For more information, please visit:</b> <a href="http://www.loyola.edu/service-learning">www.loyola.edu/service-learning</a> or please contact: Kate Figiel-Miller, Assistant Director for Service-Learning, , 410-617-2909</p>