## Graduate Assistant Position
### Academic Engagement—Data

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<th>Department</th>
<th>Center for Community Service and Justice</th>
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<td>Position</td>
<td>Academic Engagement—Data Graduate Assistant</td>
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**Schedule:** 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.

**Remuneration:** $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).

**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.**

It is a nine month position (September to May, including some miscellaneous dates in August and December)

### Hours & Wages

### Qualifications

- Must be enrolled as a graduate student at Loyola University Maryland.
- Experience with SPSS and Excel strongly preferred.
- Research experience a plus.
- Demonstrated written and oral communication, organization, detail orientedness, and data management skills.
- Experience with and interest in community service, service-learning, community engagement, community organizing or social justice work.
- Ability and willingness to work with faculty as well as University administrators.

### Scope & Responsibilities

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.

This position will report directly to the Associate Director for Service-Learning.
Position Duties:

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.

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.

3. Maintain and update information on the CCSJ website, including list of courses.

4. May assist with administration and data tracking for the community-engaged mini-grants program sponsored by CCSJ and Academic Affairs.

5. Provide support to Assistant Director of Service-Learning and the Faculty Director of Community-Engaged Learning and Scholarship with other projects as needed.

6. Participate in and support other programs of the Center for Community Service and Justice as needed.

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<th>Application and Contact Information</th>
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<tr>
<td><strong>Application process:</strong></td>
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<tr>
<td>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></td>
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<td><strong>For more information, please visit:</strong></td>
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<tr>
<td><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</td>
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