Job Description

POSITION: Institutional Effectiveness Assistant – Break Week
SUPERVISOR(S): Director of Institutional Effectiveness
SUPERVISES: N/A

GENERAL DESCRIPTION
- Part-time, position responsible for preparing and distributing key research surveys in support of AOMA’s institutional effectiveness processes.
- Approximately 40 hours to be completed during the break week between terms only. No additional hours required while classes are in session.

DUTIES
- Prepare and distribute a variety of survey instruments including course and clinical evaluations.
- Design spreadsheets using Microsoft Excel for data import and survey setup.
- Complete mail-merges for survey mailers and labels.
- Print paper surveys and collate survey packets.
- Perform other duties as assigned

MINIMUM REQUIREMENTS
- Must be currently enrolled student at AOMA, in good academic and financial standing, and eligible for Federal Work Study
- Experience and knowledge of computer software including Microsoft Office (esp. Outlook, Word, Excel) – Excel knowledge is essential (sorting columns, merging data while maintaining data integrity)
- Ability to complete assignments that require attention to detail.
- Ability to effectively communicate and interact with persons of diverse backgrounds and abilities.
- Establish and maintain cooperative working relationships.

PREFERRED QUALIFICATIONS
- Bachelor’s degree in science or other applicable field
- Intermediate Excel skills.
- Experience with Scantron’s Class Climate
- Experience with mail merges

PHYSICAL REQUIREMENTS
- Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses. Attention to detail essential, including proofreading documents and lines of text and numbers, visual discrimination

HOW TO APPLY
Please send your cover letter and resume to ie@aoma.edu

*Position renews annually and is expected to continue. Year is based on the academic calendar and runs from summer term to spring term.