Job Description

POSITION: Institutional Effectiveness Assistant
SUPERVISOR(S): Director of Institutional Effectiveness, Meera Hoffman (ie@aoma.edu)
SUPERVISEES: N/A

GENERAL DESCRIPTION
- Part-time, position responsible for distributing, collecting and scanning surveys in support of AOMA’s institutional effectiveness processes.
- Approximately 2 hours per week

DUTIES
- Distribute weekly surveys as courses end
- Collect surveys from various locations
- Scan surveys
- 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, PPT, and Access).
- 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.

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
Send cover letter and resume to ie@aoma.edu