

# **QEP Graduate Assistant at the Delphi Center: Available starting in August 2021**

## **About the Delphi Center for Teaching and Learning**

The Delphi Center provides programming and other resources to faculty members that encourage excellence in teaching and foster student learning. <http://louisville.edu/delphi>

## **About the QEP**

The University of Louisville (UofL) is accredited by the Southern Association of Colleges and Schools Commission on Colleges, or SACS-COC. In the early 2000s, SACS-COC charged all schools within its territory to develop a quality enhancement plan, or QEP. The aim of this plan was to create an ongoing initiative to intentionally enhance the undergraduate experience at each institution.

UofL's current QEP is Find Your Fit and is a five-year project. The Find Your Fit project and the QEP staff team are housed in the Delphi Center for Teaching and Learning, whose primary objective is to provide programming and other resources to faculty members that encourage excellence in teaching and foster student learning. The URL for Find Your Fit is: <http://louisville.edu/findyourfit>

## **About the Position**

The QEP Graduate Assistant (GA) will support Find Your Fit (FYF) and other projects in the Delphi Center. The GA will support the implementation of FYF through completing research and writing projects, supporting assessment and data analysis efforts, assisting in the coordination of committee meetings and events, and handling other administrative and partnership efforts. General responsibilities will also include creating marketing and outreach materials, helping lead the student engagement aspect of the project, assisting with website content development, and participating in meetings and committees as a member of the QEP staff team. The GA will also provide assistance to the other projects and program at the Delphi Center, primarily working in areas related to assessment, evaluation, data collection and analysis.

This is a part-time position (20 hours per week) with flexible work hours to accommodate the GA's course schedule. The student in this role reports directly to the executive director of the QEP, with some other project reporting to the Manager of Assessment.

## **Specific Tasks to Include:**

- Supporting assessment and evaluation activities, including data analysis and report writing, under the direction of the full-time Manager of Assessment in the Delphi Center/ QEP team.
- Planning and implementing programs and events with other QEP team members
- Coordinating QEP website updates with the QEP director and marketing staff
- Creating and/or editing presentations and reports
- Conducting research and writing projects related to Find Your Fit or other Delphi projects
- Serving on committees and helping organize and lead cohort or groups
- Assisting the QEP director and the Delphi Center staff with additional projects as needed

## **Benefits**

- Full-time in-state tuition remission for fall and spring
- Monthly stipend
- Individual health insurance

## **Qualifications**

- Must be enrolled in a graduate program at UofL (Both masters and doctoral students are eligible) by August 2021
- Strong organization, time management, interpersonal communication, writing, editing, and leadership skills
- Background in using Microsoft Office suite of tools with a strong emphasis in Excel preferred
- Demonstrated leadership experience
- Desire to work with academic populations
- Experience in organizing and analyzing qualitative data is preferred, but not required

*\*Priority consideration will be given to those applicants available for 18 + months.*

## **Application Process**

In order to apply for the QEP Graduate Assistant position, send the following materials to QEP Administrative Services Manager Crystal Bradley at [crystal.bradley@louisville.edu](mailto:crystal.bradley@louisville.edu)

- Résumé or CV
- Cover letter addressing your interest in the position, how your skills relate to the job description, what program you are studying and your anticipated graduation date.
- A list of 3 references (at least one academic and one professional) and contact information, including a short explanation of the candidate's connection to the references

Questions about the position can be emailed to the QEP executive director, Dr. Patty Payette at [patty.payette@louisville.edu](mailto:patty.payette@louisville.edu)

Applications will be reviewed and applicants interviewed on a rolling basis beginning January, 2021 with the goal of filling the position to support a start date in August 2021.