

**Graduate Research Assistant (GRA)
2024-25 Academic Year**

DEPARTMENT:	Office of Institutional Effectiveness (IE) within the Office of Academic Planning and Accountability (OAPA)
SUPERVISOR:	Katie Partin, PhD Director, Office of Institutional Effectiveness
LOCATION:	338 Miller Information Technology Center (MITC)
CAMPUS:	Belknap
PHONE:	852-3761
EMAIL:	katie.partin@louisville.edu
STIPEND/TUITION:	Stipend, health insurance and full tuition. The stipend amount will be commensurate with the funding level established for the graduate program of enrollment
TIME PERIOD:	2024-25 Academic Year (10-month contract)
WORK HOURS:	20 hours per week

JOB DESCRIPTION

The Office of Institutional Effectiveness (IE) is responsible for coordinating campus-wide—and assisting unit-level—assessment of academic programs and administrative processes to support the University’s quality improvement efforts. The Graduate Research Assistant (GRA) will have the opportunity to collaborate on a team that assesses and evaluates UofL’s progress towards performance and service objectives. Such experience will provide the GRA with a holistic understanding of campus-wide assessment.

Duties and Responsibilities

- Provide support for administrative and academic assessment initiatives.
- Assist with the coordination of the Student Learning Outcome (SLO) Annual Report process for academic programs and the Outcomes Assessment Reports (OAR) for the administrative and academic support offices: Track receipt of reports; follow-up to obtain missing documentation; and assist in writing SLO and OAR Feedback Reports.
- Data entry as needed for various projects.
- Collaborate with the IE team in the analysis and preparation of written reports and documents from the results of internal surveys and national surveys.

Requirements

Must be enrolled as a full-time student in a University of Louisville graduate program (master’s or doctoral). Commitment to work 20 hours per week in the position. The Graduate Research Assistant will earn a stipend, health insurance and full tuition. The stipend amount will be commensurate with the funding level established for the graduate program of enrollment. Demonstrated strong oral and written communication skills. Attention to detail is essential. Experienced working with a variety of databases and the use of computer applications. Effective organizational skills to manage several projects simultaneously to meet deadlines. Excellent interpersonal skills are necessary to work with diverse constituencies (i.e. faculty, staff, and students).

Reporting Responsibility

The Graduate Research Assistant will report directly to the Director in the Office of Institutional Effectiveness.

To apply

Please submit a letter of interest, CV/résumé, and 3 references to Dr. Katie Partin at katie.partin@louisville.edu.

Posting will remain open until qualified candidate is found, but preference will be given to those applying by **Friday, August 9.**