



OFFICE of GRADUATE & ONLINE ADMISSIONS

JOB DESCRIPTION TITLE: Graduate Assistant, Institutional Research & Assessment

DEPARTMENT: Office of the Provost

Responsible to: Provost, Nursing Department Chair, and Co-chairs of MSCHE Self-Study

Organizational Classification: Graduate Assistant

FLSA Classification: Non-exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

- I) Summary of Responsibilities:** The Graduate Assistant, Institutional Research and Assessment provides support to the Office of the Provost in the research and compilation of institutional, departmental, and programmatic data for accreditation reporting throughout the academic year. This person will also assist with the report compilation for the upcoming Middle States Commission on Higher Education (MSCHE) Self-Study and Commission for Nursing Education Accreditation (CNEA) Self-Study. This person must be meticulously detail-oriented, high energy, and able to communicate well with a variety of campus constituencies. This position will report to the Provost, the Nursing Department Chairperson, and the co-chairs of the MSCHE Self-Study.
- II) Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)
- A. MSCHE Institutional Accreditation**
1. Assist in the preparation of reports and materials for institutional accreditation processes.
 2. Gather and organize data relevant to accreditation standards and requirements.
 3. Assist in the development and implementation of institutional effectiveness plans and initiatives.
 4. Assist in the collection and analysis of data to assess the effectiveness of academic programs, student learning outcomes, and other institutional processes.
 5. Perform other duties as assigned by the Co-chairs of the Middle States (MSCHE) Self-Study.
- B. CNEA Nursing Program Accreditation**
1. Update the nursing systemic evaluation plan SharePoint site with required documentation including, but not limited to, committee meeting minutes, data collection for program outcomes, and downloading files used for evidence of standards.
 2. Assist with nursing advisory meetings, agendas, presentation of data, action items or unfinished action items.
 3. Update the Systematic Evaluation Plan (SEP) document with performance improvement efforts, action plans, and outcomes.
 4. Aid with review of syllabi and updating courses and curriculum to align with BSN Essential nursing outcomes.
 5. Assist with writing of current self-study, gathering of evidence, and formatting of document.
 6. Assist with activities readying the program for a site visit, including, but not limited to, organizing a schedule, preparing key stakeholders.
 7. Review and edit all nursing program documents to ensure branding is current, evaluate for inconsistencies, and ensure most recent documents are housed in the SEP SharePoint site.
 8. Assist in gathering nursing satisfaction data with the annual nursing student survey.
 9. Collect data from other key stakeholders relevant to program outcomes, specifically, employer satisfaction data.



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C. Other Program Accreditation Reporting

1. Assist assigned departments, by the Provost, with research support for departmental accreditation reporting.
2. Performs other duties as assigned

III) Exhibits behavior that is consistent with and supportive of Geneva's mission, vision, and core values:

- A. Geneva Mission Statement:** Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.
- B. Vision Statement:** Geneva College will inspire students to integrate faith in Christ into all aspects of life in the real world, and to serve faithfully within their callings for Christ and Country.
- C. Core Values:**
- 1) Serve with grace
 - 2) Pursue Godly wisdom
 - 3) Foster academic strength
 - 4) Engage culture faithfully
 - 5) Inspire vibrant hospitality
 - 6) Honor one another

IV) Job Requirements – Administrative:

- A. General:** Individuals must possess the knowledge, skills, and abilities listed or are able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations to safely perform the essential responsibilities of the job.
- B. Physical:** Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to computers, fax machines, copy machines, modems, and telephones.
- C. Confidentiality:** Individuals must recognize that management of data, including personal information, grades, budgets, programs, and policies is necessary to the operation of the College. Such information must be kept private and confidential for the protection of the College and to obey Federal and/or State laws. Should there be doubt as to whether a certain matter is to be protected, it should be discussed with your supervisor before making a disclosure.
- D. Mental:** Must be able to reason, analyze, prioritize, conceptualize, make judgments, and solve problems.

V) Qualifications:

A. Minimum:

1. Must be accepted into and/or enrolled in Geneva's Master of Arts in Higher Education program and have an interest in higher education and institutional research.
2. Education/Certification: Bachelor's Degree
3. Experience: 1-2 years of experience related to research, analytical skills, and working with quantitative data. Exceptional hospitality skills. Strong written and verbal communication skills.
4. Skill/Abilities:
 - a) Articulate your personal relationship with Jesus Christ.
 - b) High level of professionalism and attention to detail.



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- c) Positive attitude and strong communication (written and oral) skills, including the ability to present complex data in a clear and concise manner.
 - d) Able to communicate effectively using electronic forms of communication such as email, text, etc.
 - e) Ability to work independently and as part of a team.
 - f) Strong analytical skills and ability to work with quantitative data.
 - g) Operate a PC, proficient in Microsoft Office products including Outlook, Excel, Word, and PowerPoint.
5. Christian Commitment: eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical Christian church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

B. Preferred:

- 1. Education/Certification: Bachelor's Degree
- 2. Experience: 3-4 Years; experience with institutional research, assessment reporting
- 3. Skill/Abilities:
 - a) Familiarity with data management related software
 - b) Experienced in planning, organizing, and managing virtual and in-person events

Compensation Details: The Graduate Assistant position is a 10-month assignment with the opportunity to renew for a second academic year and includes a tuition discount and stipend. Graduate assistants must maintain at least 6 hours of graduate-level credit per semester to be eligible.

EOE Statement: Geneva College does not discriminate in hiring or in terms and conditions of employment based on an individual's race, color, sex, age, disability, or national origin. As a Christian college rooted in the evangelical and Reformed tradition and governed by the Reformed Presbyterian Church of North America, compliance with Geneva's Christian views is considered a bona fide occupational qualification under Sections 702 & 703 of Title VII of the 1964 Civil Rights Act as amended and will have a direct impact on employment consideration.

Application Process: Interested applicants should send PDF packet of a cover letter, resume, statement of faith, and names with contact information for three references to Judy Willson, Director of Graduate and Online Admissions via email (judy.willson@geneva.edu) or submit their application packet electronically through the Graduate Assistantship application portal (https://apply.geneva.edu/portal/grad_assistantships).

Applicants must start an application for their master's program before applying for a graduate assistant position or be currently enrolled in the Master of Arts in Higher Education degree program. Go to Geneva.edu (https://apply.geneva.edu/portal/applynow/grad_apply) to begin a master's degree application.