**Supervisor: Dr. Ajanta Roy**

**Number of GAs: 1**

**Position: Graduate Assistant (GA)-Title III Evaluation**

**Position Summary:**

The Evaluation Team’s GA’s role is to provide support to the Program Evaluator through collection of institutional reporting by activity directors, as well as Qualtrics survey distribution and analysis. While the majority of the GA’s work will be done in collaboration with the Title III Evaluator team, the graduate consultant is expected to work with the Title III Office and other activity directors to assess needs and provide assistance when needed.

**Responsibilities:**

* Create, organize, and disseminate institutional data reports.
* Qualtrics administration and survey results reporting

**Qualifications:**

* Strong communication Skills
* Strong writing skills and use of Microsoft Office
* Customer service skills
* Organized
* Qualtrics or survey experience preferred.