



THE UNIVERSITY OF ARIZONA

Graduate & Professional
Student Council

Graduate and Professional Student Council (GPSC) Institute Director

Position Title: GPSC Institute Director

Department: Student Governance and Programs

College/Division: Graduate and Professional Student Council (GPSC)

Tentative Dates of Employment*:

- **Job Start Date:** July 1, 2018
- **Job End Date:** May 17, 2019

* Actual dates of employment may vary.

Position Summary: The position is responsible to the Graduate and Professional Student Council (GPSC). The Institute Director will assist and advise the President, Executive Board, and General Council through research, surveys, and assessment. The Director will work closely with the GPSC Executive Board and other GPSC personnel to identify survey topics and develop questionnaires. The director will be responsible for developing, administering, and analyzing surveys.

Work Schedule: Part-Time

Number of Hours per Week: 2-5 hours per week, as needed. Actual workload may vary.

Compensation: \$15.00/hour; No benefits or tuition reimbursement provided

Application Requirements:

- Position open to all University of Arizona Graduate and Professional Students
- Candidates must be in good academic standing as defined by the Graduate College
- Candidates must be enrolled for courses during the 18/19 Academic Year

Minimum Deliverables:

- Conduct minimum of one (1) survey quarterly and provide respective reports with analysis of the data

Duties and Responsibilities:

- Research and track issues that impact UA Graduate and Professional Students
- Develop and design four surveys (minimum), including repeat surveys from previous years to provide longitudinal data
- Analyze survey data and advise the President, Executive Board, and General Council on relevant issues
- Maintain database of surveys conducted
- Prepare an application for the Institutional Review Board, if necessary
- Attend General Council and Executive Board meetings for approval and reporting of the conducted surveys
- Develop a publishable report of annual findings
- Meet regularly with members of the GPSC, as designated by the GPSC President

Minimum Qualifications:

- Registered UA graduate or professional student
- Strong organization, time-management, and attention to detail
- Strong written and verbal communication skills
- Ability to work effectively in an autonomous position
- High proficiency in MS Office (Word, Excel)
- Basic knowledge of statistics



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Desirable Qualifications:

- Professional experience
- Demonstrated success with student advocacy
- Strong background with survey creation
- Strong background with data and statistical analysis