

Graduate Assistant Application for Student Life  
2023-2024 Academic Year

Contact Information:

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**Context for application:**

The Office of Student Life is working on a number of projects around student voice, transparency, and data collection. This position will be critical in getting these projects off the ground and in action.

**Benefits to Office:**

This position serves as a capacity building effort for this office, and will support assessment and evaluation initiatives.

**Request**

I am requesting one full time (20hours/week) GA position for the academic year 2023-2024. Please see job description below:

## Evaluation and Assessment Graduate Assistant Position

Reports to: Associate Dean of Students

20 hours/week

### Purpose:

Assist Associate Dean of Students in designing and implementing an evaluation and data plan for the Office of Student Life.

### Description of Roles and Responsibilities:

- Research best practices in higher education student affairs evaluation models
- Assist with mission/vision, theory of change, and logic model - and turning those documents into working annual report
- Based on organizational development and identified priorities, develop assessment plan to measure success and meet benchmarks
- Support monitoring of strategic plan, meeting deadlines, and keeping points of contact accountable
- Develop structures of transparency around student fees and pathways for students.

### Learning Objectives:

- Develop a deeper understanding for evaluation and monitoring
- Learn strategic planning process
- Accountability
- Understanding of student engagement models

