

**University of Illinois at Urbana-Champaign
Center for Innovation in Teaching and Learning**

Job Description for Graduate Assistantship or Grad Hourly

This person will perform tasks related to research and evaluation, literature reviews, reports or other activities associated with educational program evaluation and student learning outcome assessment. The following lists represent the duties and responsibilities and required skills of this position.

Responsibilities:

- Assists with educational program evaluation and student learning outcome assessment.
- Assists with gathering and analyzing data.
- Performs evaluation and assessment work through online survey, focus group interviews, or whatever may be appropriate.
- Assists with literature reviews.
- Meets regularly with a supervisor to discuss project assignments.
- Performs other duties as assigned by a supervisor.

Required skills:

- Qualitative research skills
- Experience and general knowledge of educational research and program evaluation
- Strong written and oral communication skills
- Ability to function in a team environment
- Ability to work independently to implement research tasks accurately
- Ability to meet deadlines in a timely fashion
- Ability to work within regular office hours

This position will be between 13% - 20% assistantship or between 5 to 10 grad hour for the fall semester and may be renewed for the next spring semester. For full consideration, please submit a resume and cover letter to Hyun Choi at hyunchoi@illinois.edu.

The University of Illinois is an Affirmative Action/Equal Opportunity Employer. The administration, faculty, and staff embrace diversity and are committed to attracting qualified candidates who also embrace and value diversity and inclusivity.