Assessment Assistant Position Description

Program: Cal Poly Scholars
Rate: $16.00 / hour

Hours: Hours per week vary depending on the time of year:
- Training & Planning (Spring – Summer 2023): Approx. 2 – 10 hours/week
- Academic Year (Fall 2023 – Spring 2024): Approx. 8 – 15 hours/week (semi-flexible times)

Assessment Assistant Responsibilities

Under the direction of the Cal Poly Scholars program, the Assessment Assistants will:
- Co-facilitate quarterly focus groups to better understand the experiences of Cal Poly Scholars and inform program development and decision-making
- Coordinate logistics, scheduling, recruitment, and follow-up for quarterly focus groups
- Analyze survey and engagement data, prepare reports, and present findings to staff and the Cal Poly Scholars community, as appropriate
- Partner with Communications Assistants to amplify student voices and experiences in marketing and messaging efforts
- Attend team and 1:1 meetings and trainings as scheduled by supervisors
- Complete all other responsibilities as assigned

Requirements & Qualifications

- Current Cal Poly Scholar who is in good standing with Cal Poly and the Cal Poly Scholars program
- Enrolled as an undergraduate student for the full duration of the 2023-24 academic year (Scholars in blended 4+1 programs who begin fall with undergraduate status will also be considered)
- Maintain good academic and conduct standing with the university throughout employment
- Desire to make a difference in fellow Scholars’ lives
- Excellent communication and analytical skills
- Welcoming personality that values inclusion and diversity
- Ability to take direction as well as create and work independently
- Collaborative approach to addressing work tasks and solving problems
- Organized and actively implements personal time management techniques
- Creative and strategic approach to problem solving

Apply

To apply, complete the Assessment Assistant Application no later than Sunday, March 26, 2022 at 11:00 p.m. A link to the application is found on the Scholars website under applications. You will need to be logged into your Cal Poly Portal to complete the application.

If you have questions about the Assessment Assistant position, please contact Deb Peterson at dpeter30@calpoly.edu.