



## Assessment Assistant Position Description

**Program:** Cal Poly Scholars

**Rate:** \$17.50 / hour

**Hours:** Hours per week vary depending on the time of year:

- Training & Planning (Spring – Summer 2026): Approx. 2 – 10 hours/week
- Academic Year (Fall 2026 – Spring 2027): 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 2026-27 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 [online application](#) no later than **Sunday, February 8, 2026 at 11:59 p.m.**

If you have questions about the Assessment Assistant position, please contact Alexis Melville Burrell at [melville@calpoly.edu](mailto:melville@calpoly.edu)

*\* All pay rates and hours are anticipated yet contingent on collective bargaining negotiations and budget allocations. For more information visit: <https://mustangnews.net/unionized-student-assistants-demand-better-pay/> or <https://www.csueu.org/student-assistants/bargaining-updates>*