Assessment Assistant Position Description

Program: Cal Poly Scholars
Rate: $16.50 / hour
Hours: Hours per week vary depending on the time of year:
- Training & Planning (Spring – Summer 2024): Approx. 2 – 10 hours/week
- Academic Year (Fall 2024 – Spring 2025): 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 2024-25 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 11, 2024 at 11:00 p.m.

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