Graduate Assistant- Institutional Research

POSITION: Graduate Assistant
SUPERVISOR: Vice President for Institutional Planning and Effectiveness
DEPARTMENT: Institutional Research

GENERAL JOB DESCRIPTION

Tiffin University seeks a Graduate Assistant to assist in the Institutional Planning and Effectiveness Office. The position entails working in an office setting assisting staff members with various project requests. The successful candidate must exhibit a strong collaborative spirit, be able to multi-task and be detailed oriented.

ADDED DUTIES AND RESPONSIBILITIES

Embrace our Guiding Principles:

VISION STATEMENT – The vision for Tiffin University is to become: A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.

MISSION STATEMENT – The mission for Tiffin University is to: Educate students by linking knowledge to professional practice.

CORE VALUES – The values of Interdependence, Communication, Accountability, Respect, and Entrepreneurship comprise the ICARE values of Tiffin University.

QUALIFICATIONS FOR THE JOB

Education:

Candidates must have a Bachelor's degree from an accredited institution.

Experience:

Reviewed by HR on 9/12/2019
- Strong organization, interpersonal, communication and customer service skills.
- Ability to work independently and meet position goals without undue supervision.
- Demonstrated success working as a member of a team.
- Ability to manage time and willingness to learn software packages.
- Understand and be able to create and analyze survey data
- Be proficient in Microsoft Office programs
- A positive attitude, a people-centric approach to work, and a good sense of humor is helpful.

**KEY COMPETENCIES**

*Interdependence:* Fosters collaboration

*Communication:* Strong decision making and communication skills

*Accountability:* Formulates effective and progressive strategies aligned with University mission and values

*Respect:* Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

*Entrepreneurship:* Visibly supports and works toward accomplishing overall institutional goals and objectives

**PHYSICAL REQUIREMENTS**

While performing the duties of this position, the employee is frequently required to sit (for long hours) and communicate.

**APPLICATION PROCESS**

All qualified and interested candidates should submit resume along with cover letter and a minimum of three references to:

Application materials should be submitted to: Nadia A.V. Lewis Assistant Vice President for Human Resources

Tiffin University tuemployment@tiffin.edu

Attention: Dr. Teresa Shafer, Vice President for Institutional Planning and Effectiveness
Our commitment fosters inclusive excellence through celebrating cultural uniqueness in an environment that is welcoming, understanding of different perspectives, affirming and safe for all populations. The collaborative strategic alignment of the Councils for Academic experience, Expansion of Opportunity and Talent & Engagement cultivates the opportunity to support and maintain an educational and working environment, which promotes a commitment to inclusive excellence.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator.

Tiffin University is an Equal Opportunity Employer

Reviewed by HR on 9/12/2019