

POSITION DESCRIPTION

Official Title/Classification:	Graduate Assistant
Working Title (if applicable):	Graduate Assistant for Strategic Initiatives
Department/Unit:	
College/Division:	Access, Belonging, & Compliance
Reports to (name & official title):	Assistant Vice Chancellor for Access, Belonging, & Compliance
Position Type:	☐ University Staff ☐ NIAS ☐ Administrative ☐ IAS ☐ Faculty
Appointment %:	

1. Position Summary Statement

The division for Access, Belonging, & Compliance is seeking a dynamic, detail-oriented, and culturally competent-minded Graduate Assistant to support divisional efforts in campus climate research, free speech research, and strategic planning assessment. The position will work 10 hours per week and will report directly to the Assistant Vice Chancellor for Access, Belonging, & Compliance.

NOTE: Please indicate % of time associated with essential and additional duties. Total combined must equal 100%.

2. Essential Job Functions and Responsibilities. What major duties are required for the position? Include **fiscal** and **supervisory** responsibilities.

Strategic Planning and Assessment (40%):

- Support the implementation and tracking of divisional strategic goals and action items.
- Collect data from departments across the division to assess progress on key priorities.
- Collaborate on assessment planning and reporting with campus partners.
- Create and support strategic planning communication strategy including developing: infographics, dashboards, and other visual tools to communicate data insights.

Campus Climate Research Support (30%):

- Assist in the design, distribution, and analysis of campus climate surveys and focus groups.
- Conduct literature reviews on current trends and best practices in campus climate assessment.
- Help prepare reports and presentations for university stakeholders.
- Support the development of recommendations based on findings to inform divisional initiatives
- Develop and support campus climate communication strategy

Division Specific Research Support (30%):

- Directly support the work of the Free Speech Lab within the Center for Civil Dialogue and Civic Engagement
- Support the development of a synergistic research ecosystem within AB&C that supports divisional constituents through the research continuum
- Coordinate research related activities

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- Track national trends, legal updates, and case studies related to conducted research
- Assist in organizing programming that, symposia, or dialogues that align with research themes.
- Collect and analyze qualitative and quantitative data
- Develop and support research dissemination strategy

3. **Additional duties and responsibilities.** Responsibilities/important duties performed in addition to the essential duties of the position.

Other duties as assigned, reflective of unit and divisional mission and values.

4. **Knowledge/Skills and Abilities.** Include which are required, preferred or desirable.

Required:

- Enrollment in a graduate program
- Experience with qualitative and/or quantitative research methods.
- Strong written and verbal communication skills.
- Familiarity with data management software

Preferred:

- Experience to incorporate culturally responsive theoretical frameworks into practice