Student Learning Commons Surrey (SLC Surrey) Services and Resources Program Assessment Assistant

We invite applications for a Student Learning Commons Surrey (SLC Surrey) Services and Resources Program Assessment Assistant, to begin immediately.

The Program Assessment Assistant will play a crucial role in assessing the needs and preferences of the Surrey campus undergraduate student population for academic support as received from the SLC Surrey services and resources.

Position responsibilities:

1. Data Collection and Analysis:
   • Collect and analyze both qualitative and quantitative data related to the SLC's academic support services (writing/learning consultations, workshops, online/virtual offerings).
   • Identify trends and insights from data to inform decision-making.

2. Interview Coordination:
   • Assist in conducting interviews with undergraduate students.
   • Design interview questions that help capture the needs and preferences of the student population.
   • Coordinate and facilitate interviews as necessary.

3. Data Management:
   • Transcribe and code interview responses to facilitate data analysis.
   • Organize and maintain data files and records for easy reference.

4. Report Support:
   • Assist in organizing and writing reports based on assessment findings.
   • Contribute to the creation of actionable recommendations for the enhancement of SLC services.

5. Collaboration and Communication:
   • Maintain clear and effective oral and written communication with program lead.

Required Qualifications and Skills:

• Current enrollment as a SFU graduate student.
• Experience with designing and conducting interviews and/or focus groups.
• Proficiency in qualitative and quantitative data analysis techniques.
• Strong organizational and self-management skills.
• Excellent oral and written communication skills.
• Ability to draft project reports summarizing findings and recommendations.
• Familiarity with the Microsoft Office suite, including Excel.
**Hours and rate of pay:**
The contract is for up to 60 hours of work. Pay is $26.50 (plus 4% in lieu of vacation)

Project work will be completed between November 2023 and April 2024 (with the possibility of extension into the Summer 2024 term, as necessary). Hours will not be consistent week by week, but instead will be completed as needed for project timelines and recorded on time sheets.

**Application process:** Applications must include electronic copies of:
- A cover letter and résumé/curriculum vitae in a single PDF attachment
- Copy of most recent transcript (unofficial transcript is acceptable) - used to determine graduate student status
- Name and contact information for 2 academic references, at least one of which must be able to directly address applicant’s ability to meet the job qualifications and skills in designing and conducting interviews and focus groups, and in qualitative and quantitative data analysis techniques.

Applications must be submitted via email to Cynthia Wright, Coordinator, Student Learning Commons Surrey at cawright@sfu.ca, with *SLC Surrey Program Assessment* in the subject line. Applications will be reviewed as they are received. The position will remain posted until it is filled.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

Simon Fraser University respectfully acknowledges the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Úxwumítxw (Squamish), səlíl wətaʔl (Tsleil-Waututh), qíčay (Katzie), kʷikʷəƛ̓əm (Kwikwetlem), Qayqayt, Kwantlen, Semiahmoo and Tsawwassen Peoples on whose unceded traditional territories our three campuses reside. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices.

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The Library’s Statement on Equity, Diversity and Inclusion provides more information. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.