



Job Description: Service-Learning Assessment Specialist

Work-study position – 7 hours per week – Aug 29, 2022 – April 29, 2023

Primary Role: Create, deploy, retrieve, process, and save assessment surveys for service-learning courses using existing templates (excel workbooks). Create reports and distribute to faculty. 95% of work can be done remotely

Reports to: Director of Service-Learning at *Institute for Leadership and Service (ILS)*

Specific Roles and Responsibilities:

Communication

- Correspond with Director of Service-Learning to determine scheduling and content of faculty correspondence
- Maintain careful records of interactions and chosen parameters
- Correspond via email with Service-Learning faculty to determine parameters for survey content and deployment
- Correspond with Faculty regarding their desires for Reporting
- Correspond with ILS software/data management expert to trouble-shoot any problems

Survey Creation and Deployment

- Use existing Excel worksheet templates to create Blackboard “tests” for Service-Learning Courses
- Upload “tests” to Blackboard (sometimes using Respondus software)

Data Management

- Download data from Blackboard
- Process data using existing Excel worksheets
- Store and archive data
- This part of the work requires great care to be sure accurate records are created and maintained

Create and Distribute Reports

- Develop reports for faculty using data processed above.
- Some templates exist, but creativity possible here.

Other

- Job may entail making changes to Detroit Mercy Website Update website content
- Other duties as assigned.

Required Core Competencies:

- Comfort and care in working with sensitive data files
- Proficiency with Excel worksheets
- Proficiency with or willingness/ability to learn Access, Blackboard, and Respondus and other software
- Excellent oral and written communication

Desirable Competencies

- Interested in Service-Learning/Community Engagement.
- Skills in data analyses (quantitative and qualitative).

Other: Student must be available for office hours during the work week over three, non-consecutive days

If interested:

Please email your resume and a short note (100 words max) explaining why you would be the best person for the job to hipskijt@udmercy.edu Or Call: 313-993-2003 - or just stop by Briggs 212