SFU Teaching and Learning Centre – Assessment and Course Evaluation: Research Assistant
Contact: Michelle Vanchu-Orosco
Duration: 4 months (September-December 2017)
Location: SFU Burnaby Campus
Openings: 1

About us:
The Student Evaluation of Teaching and Courses (SETC) initiative is a new online system that has replaced pen-and-paper course evaluations in many SFU academic units. The SETC support team is currently scaling up the program from selected departments to the remainder of the University. In Fall 2016, just over half of the primary course sections at SFU used the SETC evaluation form.

SFU has a strong commitment to teaching and learning, and the SETC initiative is a reflection of this commitment. Its goal is to provide tools and guidelines that enable instructors and administrators to collect and use evaluation data responsibly to support teaching, which will in turn enhance student learning.

Description:
SETC requires a research assistant (RA) to help with day-to-day activities as they relate to the online evaluation of teaching and courses at SFU. The RA will work with the SETC team on report and proposal writing.

The research assistant will report to Michelle Vanchu-Orosco, Manager, Assessment and Course Evaluation

Key responsibilities and accountabilities (including but not limited to):
  - Assist Senior Analyst and document data processes used for teaching and course evaluation
  - Assist Course Evaluation System Specialist and document reporting processes used for teaching and course evaluation
  - Report preparation on various topics such as teaching evaluation response rates
  - Work with SETC Team to analyze data
  - Additional data processing, reporting, and report writing tasks, as required.

Required
  - Undergraduate degree in a quantitative science, education, business administration, or social sciences, with one year of related experience including experience in research methods, analysis, survey methodologies, or an equivalent combination of education, training, and experience
  - Strong data analysis, report writing, and presentation skills
  - Proven written and verbal communication skills
  - Some domain expertise in teaching assessment
  - Ability to use standard office applications (e.g., Excel, Word, Powerpoint, Publisher, Access) at an intermediate level
  - Ability to exercise tact and diplomacy and to perform duties in a professional manner
  - Ability to collaborate with others in the collection and analysis of data
  - Ability to work as a member of a team.
  - Ability to maintain confidentiality, exercise mature judgment, diplomacy and discretion.
  - Ability to work well independently and collaboratively as part of a multidisciplinary team.

Assets
  - Understanding of data exploration, cleaning, and preprocessing

Salary Range: $20/hr for Masters students and $25/hr for PhD students; total work time 150-200 hours
Start Date: ASAP (early-to-mid Sept. 2017)

A detailed resume and cover letter must be received via email by 4:30 pm on September 15, 2017, addressed to the attention of Michelle Vanchu-Orosco, Manager, Assessment and Course Evaluation, mvanchuo@sfu.ca.