

JOB TITLE: Research Assistant for Educator Preparation and Accreditation

DEPARTMENT: Office of Educator Preparation and Accreditation

BACKGROUND/OVERVIEW OF OFFICE AND DEPARTMENT: The Office of Educator Preparation and Accreditation in the School of Education leads unit program assessment and accreditation efforts, annual state and national reporting, supports programs and candidates in licensure-bearing programs, facilitates clinical placements with school partners, and provides data infrastructure support for the School of Education.

PRIMARY FUNCTIONS OF POSITION: The EP&A Team seeks a current SOE doctoral student to serve as a research assistant assisting with program assessment data collection, analysis and reports during the 2021-22 academic year.

The RA will be responsible for supporting several ongoing assessment and accreditation projects that include, but are not limited to the following:

- Maintain and update the Taskstream platform and providing relevant assistance for students, faculty members, and program assistants for program assessment endeavors. Two specific activities include development, refinement, and implementation of program embedded signature assessments and doctoral student online annual reports.
- Administer EP&A Surveys: Develop, administer, collect, analyze, and prepare reports for EPP surveys including the Exit Survey and Clinical Triad Survey for all EPP programs and new survey projects.
- Support SOE Data Infrastructure and Annual Reporting: Assist SOE Data & Accreditation Manager with annual reporting and data package development SOE Data Dashboards.
- Participate actively in EP&A activities: We seek an active partner in team activities, a doctoral student eager to learn more about assessment, accreditation, and program evaluation efforts within schools of education.

REQUIRED OR PREFERRED QUALIFICATIONS: Enrollment in SOE Doctoral programing required. Preference for knowledge of P-12 institutions; administrative or leadership experience, knowledge of Taskstream or other e-portfolio platform; strong written and oral communication skills; and experience with data reporting and analysis.

COMPETENCY DEVELOPMENT: The Graduate Assistant hired will develop the following knowledge and skills as part of the assistantship:

- Develop understanding of how higher education and P-12 partner in the preparation of future educators.
- Utilize technology to inform program assessment and improvement efforts.
- Demonstrate adaptability in the face of rapid changes in response to impact of covid-19 pandemic on schools and schooling.
- Recognize how networks in organizations play a role in how work gets accomplished.

- Demonstrate ability to conduct advanced planning for unit- and program-level activities.

EMPLOYMENT TERM: Research Assistant (August 2021-May 2022), specific dates to be added in the hiring contract.

HOURS: 20 hours per week

COMPENSATION: Stipend, tuition remission, health insurance

- **Stipend:** This appointment provides a stipend, which will be paid out monthly over the employment period.
- **Health Insurance:** This appointment offers health insurance through the Graduate Student Health Insurance Program (GSHIP) if all eligibility requirements are met. Eligibility for this plan is outlined in the [Policy on Graduate Student Health Insurance Program \(GSHIP\)](#).
- **In-State Tuition Award and Student Fees:** The appointment period and stipend level for this appointment meet the eligibility criteria for payment of your in-state tuition costs and student fees. Additional requirements for this benefit are contingent upon enrollment as a full-time graduate student as defined by the [Graduate School](#).

HOW TO APPLY: Send interest email with CV/resume to soe_edprep@unc.edu before May 15, 2021 at 5pm.

The University of North Carolina at Chapel Hill is an equal opportunity employer that welcomes all to apply, including protected veterans and individuals with disabilities.