



School of Education & Human Development

UNIVERSITY OF COLORADO **DENVER**

Position Description

1. **Position title (select one):** Graduate Assistant/Student Assistant I-VI/9-Month Temp
2. **Primary roles and responsibilities:**
 - Develop partnerships with districts, schools, and out of school providers to support the development of our program sites
 - Support ongoing relationship with program sites
 - Follow up with potentials funder or donors, including supporting grant proposals, to develop resources for program sites
 - Assist program team with recruitment of students, development of speaker bureau, development of internship sites, fieldtrips, and campus visits
 - Keep data current in several Excel databases
 - Perform qualitative and quantitative data analysis
 - Develop data summaries
 - Report writing and transcription
 - General support to other staff
 - Other duties as assigned
3. **Qualifications:**
 - Currently pursuing Master's degree in evaluation related field
 - Experience with basic data analysis
 - Experience using MS Office, SPSS, and other relevant software
 - Experience working with adolescents
 - Experience with program development and fundraising
 - Experience with data used in academic research projects
 - Knowledge of research methodology