

UConn | NEAG SCHOOL OF EDUCATION

RESEARCH METHODS, MEASUREMENT, & EVALUATION

Job Title: Class III - STUDENT ADMINISTRATIVE SPECIALIST (311)

Hourly Rate: \$17.35 per hour

Number of Available Openings: 1

Hours per Week: 8-10 hours

Start Date: ASAP. This position runs through the end of summer 2023. There is a possibility for the successful candidate to continue for the 2023-2024 academic year, contingent on performance.

Job Description: Assist the Director and Associate Director in the daily operations of Research Methods, Measurement, and Evaluation programs. The candidate may be required to:

- Sort and distribute mail, email, social media, and other correspondence
- Provide information to prospective students, current students, faculty, staff, and the general public regarding program services, policies, and procedures
- Create, edit, and or update social media content, letters, brochures, written procedures, and other correspondence (e.g., with Canva)
- Edit and update RMME websites
- Complete hard-copy forms and data entry tasks on PC applications
- Assist in research related to program functions
- Assist with program marketing functions
- Perform miscellaneous duties as required

Job Requirements:

- Previous experience in a similar position
- Ability to complete tasks with minimal supervision
- Capacity to multi-task and adhere to deadlines
- Ability to operate a computer and phone
- Computer literacy and demonstrated ability in office software applications (e.g., Word, Excel, PowerPoint, Project)
- Customer service and Communication skills (verbal and written)
- Previous experience with editing UConn webpages using Aurora (<https://aurora.uconn.edu>) or a willingness to learn
- Experience with posting/sharing on various social media platforms (e.g., Facebook, Twitter, LinkedIn, Instagram)
- Previous experience related to research design, measurement, evaluation, or quantitative research methods is a plus
- Experience with posting on UConn listservs (e.g., Daily Digest and/or Soapbox publications) is a plus
- Previous experience in a digital marketing, digital media design, communications, or related area or a willingness to learn is a plus

To Apply: Please email your resume and cover letter to Dr. Sarah D. Newton at: sarah.newton@uconn.edu.