

**Quality Enhancement Plan (QEP) Assistant**

**Job Title:** QEP Assistant

**Division**: Academic Affairs

**Description**: The student will play an important role in the development and implementation of the QEP. The goal of the QEP is to enhance the SHC community by cultivating students’ sense of belonging. We understand community as the “web of significant relationships” spanning academic, social, and campus-community domains. The ideal candidate will have strong communication, social media, and research skills, and above all a keen interest in contributing to the improvement of our campus community! This is a great opportunity to gain experience in project management and development. See below for specific responsibilities; these will be tailored to the student’s interests and abilities.

**Interviews:** these will be held in-person with the faculty QEP director (Dr. Dodsworth) in early September.

**Qualifications:** Current sophomore through senior; minimum GPA 3.0

**Requirements:** Able to work 5 hrs/week on average during Fall semester. Must either like cats or actually be a cat.

**Desired NACE Competencies:**

* Critical Thinking/Problem Solving (CT/PS)
* Oral/Written Communication (O/WC)
* Teamwork/Collaboration (T/C)
* Digital Technology (DT)

**Responsibilities:**

* **Communication and publicity**: help write emails and other forms of communication, including social media, to publicize the QEP topic and develop enthusiasm for it around campus. Possibly assist in creating and maintaining a QEP website. (PS,O/WC,DT)
* **Research and Data Collection**: assist the faculty QEP director in finding literature related to QEP program development (e.g., finding good ideas from other institutions). This may include gathering data related to student success and institutional effectiveness and compiling relevant reports. (CT/PS)
* **Event support**: assist in organizing and facilitating focus/listening groups, especially for students, including taking notes at these events. (T/C, O/WC)
* **Implementation support:** in the Spring semester, assist the QEP director with any pilot initiatives. This may include additional event support, data collection, survey creation (etc), depending upon the initiative. (CT/PS, O/WC)