

## Buros Center for Testing – Assessment Literacy GRADUATE ASSISTANTSHIP AVAILABLE Summer 2024 and Academic Year 2024-2025

The Buros Center for Testing's Assessment Literacy program is offering a graduate assistantship to participate in the development of resources to address assessment literacy needs for various audiences. The assistantship position requires 20 hours of work per week and is available for the 2024-2025 academic year and possibly during summer starting in July 2024. Please indicate for which sessions you are applying. Preference for the summer sessions will be given to those students who are also applying for the academic year.

### Job Responsibilities

1. Research and gather information about topics and audiences.
2. Assist with the preparation of virtual professional development resources (e.g. video editing, closed captioning editing, creation of quizzes, and document formatting).
3. Assist with the development and distribution of promotional and marketing materials.
4. Participate in research projects related to assessment literacy.
5. Contribute to planning for and hosting of Buros conferences/webinar series.
6. Assist with other Buros Center functions as needed (e.g., attending conferences to assist with exhibiting, and assisting with details of on-campus speakers and visitors).

### Required Skills/Experience

1. Excellent writing and oral communication skills.
2. Strong editing, proofreading, and organizational skills.
3. Foundational knowledge of testing and/or measurement from graduate coursework.
4. Familiarity with and interest in applied testing and assessment issues in educational or psychological contexts.
5. Experience in conducting research, literature reviews, and web searches.
6. Ability to work independently and collaborate with others.
7. Demonstrate a strong work ethic by meeting timelines, keeping regular work hours, problem-solving novel tasks, and balancing multiple activities at one time.

### Desirable Skills/Experience

1. Advanced knowledge of testing and/or measurement and current issues in testing and measurement from graduate coursework or experiences.
2. Familiarity with and interest in applied testing and assessment issues in educational or psychological contexts.
3. Familiarity with educational and psychological measurement journals and organizations.
4. Some experience or interest in effectively delivering remote or virtual programming.

**Review of applications will begin Wednesday, March 20, 2024.** Applications must be submitted electronically. Only complete applications will be considered. A complete application consists of (a) an updated curriculum vita or resume, (b) a letter of interest/introduction, and (c) names and contact information (email addresses and phone numbers) for two professional references. Submit all materials to Dr. Jessica L. Jonson at [jjonson@buros.org](mailto:jjonson@buros.org). Finalists may be asked to interview in person. For more information, contact Dr. Jessica Jonson (402-472-0780).

**Note:** In order to qualify for a graduate assistantship, you must be currently accepted in an approved graduate program. There are certain enrollment restrictions as specified by the graduate college.