University of Wyoming’s Assessment Institute

Internship Overview

Welcome to the University of Wyoming’s Assessment Institute. The purpose of the Institute is to help and support academic units and programs with their accreditation assessment processes.

Accreditation is a rigorous review of the quality of higher education institutions and programs done by a third party team of evaluators, outside the program being evaluated. In the United States, accreditation is a major way that students, families, government officials, and the press know that an institution or program provides a quality education. Therefore, accreditation is an important facet of establishing and maintaining quality standards across all aspect of various programs.

The internship will begin in August of 2022 and conclude at the end of March 2023. Compensation for the internship is provided in partnership with Wyoming Workforce Services and the UW Honors College at a rate of $15/hour up to 166 hours, for a total of commitment of up to $2,500.

Qualifications

- Self-motivated student willing to take initiative and see projects through to completion.
- Excellent communication and able to navigate relationships with UW academic program leaders.
- Committed to work a certain amount of hours per week in the Assessment Institute’s office space.
- Capable to also conduct assessment research.

Scope of Work

- Attend bi-weekly Assessment Institute meetings at the Allbogen Center for Teaching and Learning (ECTL).
- Produce and distribute communication materials using platforms such as Canvas, Facebook, and LinkedIn.
- Support assessment data entry at the Honors College (not to exceed 25% of total intern duties).
- Update and help to improve the Assessment Institute’s website and public platforms.
- Support development of new ideas and offerings.
- Dedicate up to two hours a week to assessment research.

Benefit of the Role:

- Obtain work experience with a University Start-Up company.
- Obtain work experience in database management, survey design, and data analytics.
- Obtain research experience in Assessment Management.

To Apply:

To apply, please complete the [online application](#) by September 12, 2022. Please note that you will need to login using your UW credentials.

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