



Position Title:	Research Associate II	Job Code:	0184-01
Reports To:	Director, Institutional Research	Job Group:	PENC
Department:	Institutional Research	Salary Grade:	14
Prepared By/Date:	Jennifer C. Brito/7-28-2007	FLSA Status:	Exempt
Approved By/Date:	Dr. David Kaiser/01-09-2012		
Revised:	Donna French/01-05-2012		

Summary:

The Research Associate II has direct responsibility to submit data for State reporting. The person in this position works with users to answer data requests and writes original programming to fulfill these requests.

Essential Duties and Responsibilities:

- Maintains IR data files
- Generates, verifies, and submits the Admissions Database
- Uploads data files to the State
- Downloads State reports
- Prepares online surveys
- Conducts quantitative research projects
- Translates user requests into technical specifications for programming
- Produces routine and customized reports to respond to College needs
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Familiarity with State reporting database files
- Ability to work independently with minimal supervision and to meet dead-lines
- Possess programming skills with SAS or similar software sufficient to write original programs
- Ability to provide technical competence in Institutional Research or related activities that include data verification and problem resolution
- Familiarity with MDC data files and Odyssey system elements
- Ability to apply concepts of basic statistics
- Possess writing skills required to prepare clear programming requests, memos and reports
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in appropriate field and five (5) years of related experience; or Associate's degree and nine (9) years of related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name