



Position Title:	Research Assistant	Job Code:	3116
Reports To:	Director, Institutional Research	Job Group:	PENC
Department:	Institutional Research	Salary Grade:	12
Prepared By/Date:	Jennifer C. Brito/1-2008	FLSA Status:	Exempt
Approved By/Date:	David Kaiser/1-25-2008		
Revised:	Donna French/03-08-2012		

Summary:

The Assistant interprets information requests, write programs to extract and analyze data, prepares reports for the requester, verifies and audits state reports, updates data for internal reports, and completes most external questionnaires; such as, the College Board annual survey and the SACS Institutional Profile.

Essential Duties and Responsibilities:

- Interprets and responds to requests for information
- Writes computer programs to extract and analyze data on IR research files
- Creates and administers on-line surveys to obtain information
- Prepares reports to present information
- Prepares routine student profiles
- Verifies State reports
- Updates data for internal reports
- Completes external questionnaires
- Updates the Institutional Research website
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of structured programming techniques
- Knowledge of IR research files and data elements
- Possess strong skill level in all Microsoft Office applications and Web Design software
- Proficient skills with SAS programming techniques
- Proficient skill level in programming documentation such as report layouts and file descriptions
- Proficient skill level using on-line survey creation and administration software
- Ability to read, analyze and interpret technical procedures and government regulations
- Ability to prepare data tables and presentations
- Ability to effectively present information and respond to questions
- Ability to calculate figures and amounts
- Ability to apply concepts of basic statistics
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability to work 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 an appropriate field and three (3) years of related experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name