



**Position Title:** Part-Time Research/Assessment Associate

**Job Code:** 8112

**Reports To:** Director, School of Education

**Grade:** HI

**FLSA:** Exempt

**Job Description:**

The Part-Time Research/Assessment Associate will work with data assistance and support from Institutional Research.

**Duties & Responsibilities:**

- Administers required surveys according to predetermined schedule
- Maintains student tracking system (after a specific spreadsheet is converted to a database or other system for tracking)
- Retrieves or prepares reports related to FEAP attainment for inclusion in annual Baccalaureate and EPI evaluation packages and upon request each term
- Maintains documentation mapping program components to courses and internship experiences
- Maintains records of internship and graduate placements
- Assists with or conducts focus groups or interviews with students, intern supervisors, faculty as needed
- Works with faculty and program administrators to interpret evaluation results and facilitates their use to improve the programs
- Assists with submission of Title II and other state-required reports as requested
- Assists in providing departmental results as detailed in the Annual Performance Report and other pertinent reports
- Helps to ensure that correct results are reported to Department of Education re: Annual Performance Report
- Helps ensure that all SOE department reports are created
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree from a regionally accredited institution and two (2) year working as a research-assessment associate, or in a related field
- Experience in managing databases
- Advanced and thorough understanding of computer applications

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name