

Sul Ross State University
Position Description

Official Title: Research Associate/Institutional Research **Salary Group:** 13 **Job Code:** 5234 RC Ex

Summary

Function: Provide general support to the Director of Institutional Research.

Scope: Assists in the collection, maintenance, and management of institutional data from a variety of sources for reporting and analysis; Assists in managing and responding to data requests.

Duties

Essential:

The position provides a support role and works closely with the Director of Institutional Research in the collection, compilation, manipulation, analysis, and presentation of data used in reporting and institutional decision-making.

Assist in the collection of data from a variety of sources; documenting and clarifying data flow; organizing, cleaning and cross-checking data; preparing reports.

Assisting in publishing reports, data visualizations, and updating and maintaining the department's website.

Supervision

Received: General supervision

Given: None.

Education

Required: Bachelor's degree from an accredited institution in economics, social sciences, statistics, computer science, mathematics, public or business administration.

Two years of experience in researching, collecting, compiling, analyzing and presenting various masses of numerical and qualitative data

Preferred: Master's degree or some graduate work.

Experience

Required:

- Experience with quantitative and qualitative research.
- Strong verbal, written and interpersonal communication skills.
- Demonstrated initiative and desire for continuous learning.

Preferred:

- Knowledge of research methods and assessment practices
- Previous employment in higher education.
- Institutional Research experience.

Equipment/Skills

Required:

- Strong technical and analytical skills.
- Technical proficiency with MS Excel, and other Office products.
- Ability to work under pressure and prioritize work effectively.

Preferred:

- Advanced proficiency with Microsoft Excel
- Experience with statistical software such as SPSS, SAS, STATA or R.
- Experience with survey tools such as Qualtrics or Survey Monkey.
- Knowledge of SQL.
- Knowledge of Tableau, or data visualization tools.

Working Conditions

Usual: Office conditions, classified staff, non-exempt position. Position is Security Sensitive and confidentiality is required .

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June 2018