# Beloit College
## Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>Institutional Research and Assessment Analyst</td>
<td>$7.50</td>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<td>Institutional Research, Assessment &amp; Planning</td>
<td>Ellie O'Byrne</td>
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<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tr>
<td>Middle College</td>
<td>01-65650-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time?  
☐ Yes  ☐ No

Number of positions available: 1 - 2

**Work Schedule**

A student in this position can expect to work **approximately 3** hours per day, **a total of 10** hours per week.

The student will work  ☐ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☒ any day of the week.

Hours are available during the following times of the day: **Most work will occur when the office is open, 9 a.m. - 6 p.m., but some projects may be completed out of the office and/or during non-business hours; we will try to work with you to accommodate your schedule.**

**Department/Position Overview**

The position will ask students to work within the mixed-methods orientation of the Institutional, Research, Assessment, and Planning (IRAP) office, which deals with collection and analysis methods ranging from focus groups, interviews, and qualitative coding to database querying and statistical modeling.

Likely projects over the course of the coming semester include: processing of course evaluations; creating marketing materials to increase survey response rates; supplying data to external sources such as college magazines; gathering and organizing published research literature; administering and analyzing focus group data connected to campus priorities; collecting, cleaning and analyzing data; and preparing data for communication to the campus community and the general public via public presentations and the web.

Students interested in applying should submit a resume to obyrneek@beloit.edu, and if possible, should mention in their cover email what they bring to the position and what they hope to get out of it. (Students wishing to work in IRAP for academic credit should please see the IRAP posting available through the LAPC.)

**More Detailed Information Available**

Applicants are encouraged to read more about the work of our office at https://www.beloit.edu/irap/.
Description of Duties and Tasks

☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☐ Conform to an established work schedule; reliably work set hours as assigned

☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing

☒ Detail oriented with strong organizational skills

☒ Familiarity with specific computer software, listed here: Microsoft Excel, at a minimum, additional statistical software (SPSS, Stata, R) preferred

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here:

☒ Students with qualitative and quantitative proclivities are welcome and have preferrably already taken at least one methods course from ANTH 240/208, BIOL 247, CSCI 227/337, ECON 251, EDYS 296, MATH 106, PSYC 200, and SOCI 300/305.

☒ Students with social science research coursework, skills, or interests are particularly encouraged to apply.

☒ Students available to work for IRAP for more than one semester are encouraged to apply.