Position Title: Institutional Research Associate Scholar

Department: Institutional Research, Assessment, & Planning

Work Location: Varies

Hourly Rate: $7.75

Supervisor:

Account Number: 01-65650-00000-00000-xxxxx

Do multiple individuals hold this position at one time? Yes

Number of positions available: 1 - 2

Work Schedule

A student in this position can expect to work hours per day, 8 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: varies.

Department/Position Overview

This position is available to students who have completed the Spring internship (and associated training) in the Office of Institutional Research, Assessment, and Planning. Student will support the office in completion of data requests, analysis, and research.

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

Advanced use of Excel and other data analysis tools

Participation in rubric grading exercises and training

Conducting and Analyzing results of focus groups
**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: **Excel (advanced)**, **Word**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Completion of IRAP internship and training**
- Faculty Recommendation