



JOB DESCRIPTION

JOB TITLE: Institutional Research Administrative Assistant	FLSA: Non-Exempt
Department: Institutional Effectiveness & Research	Date Revised: 5/16/2018
Security Sensitive: Yes	Grade: B-22
Reports To: Director of Institutional Effectiveness and Research	

Job Summary

Under general supervision of the Director of Institutional Effectiveness and Research, prepares and distributes routine and ad hoc reports for internal purposes and assists with the preparation of external reporting; acts as a liaison with Information Technology staff to extract and/or archive data necessary to fulfill all information needs for institutional effectiveness. Works directly with the Director of Institutional Effectiveness and Research as well as faculty, staff and administration to ensure the complete preparation of program and area evaluations.

Essential Functions

- Creates routine and ad hoc queries of data tables to support Institutional Effectiveness/Research needs;
- Collects and compiles data on student demographics (gender, ethnicity, classification, etc.), contact hours, grade distributions, etc.;
- Collects and compiles and processes data to create a report/spreadsheet;
- Prepares routine and ad hoc internal reports;
- Assists in conducting divisional workshops to develop unit goals/Institutional Effectiveness plans;
- Attends department meetings, and acts as department/supervisor representative when directed;
- Maintains general office support as required by the Office of Institutional Effectiveness and Research;
- Coordinates and maintains department filing system, to include supervisor's files, department personnel files, and all department records, forms, reports, etc.;
- Maintains department/supervisor's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;

- Other duties as assigned.

Minimum Education, Skills, and Ability

- An Associate Degree in Computer Science or equivalent combination of education and experience with broad knowledge of relevant research computer software: Microsoft Access, Word, Excel, PowerPoint; Outlook, SPSS, Visio, and SunGard. Experience in creating and analyzing statistical reports.
- Must be able to utilize computer technology to access data, maintain records and generate reports. Proven oral and written communication skills to interact with other employees.

Work Environment

- Works primarily in a climate controlled environment with minimal safety/health hazard potential. Mobility within an office environment.

Special Requirements

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date