

EMPLOYMENT OPPORTUNITY

POSTED: JULY 16, 2008

TITLE: INSTITUTIONAL RESEARCH ASSISTANT

DEPARTMENT: INSTITUTIONAL RESEARCH, PLANNING AND EFFECTIVENESS

SUMMARY

Function: Support institutional reporting through the management, collection, organization, analysis, interpretation and presentation of data from a variety of internal and external sources.

Scope: Responsible for managing, analyzing, and reporting university information in support of accreditation and other reporting requirements and conducting institutional research studies, including data analysis, interpretation, reporting and development of recommendations.

DUTIES

Typical: Preparing periodic reports to internal and external agencies and accrediting bodies including monitoring and analyzing reports; conducting data queries, producing and organizing reports on a variety of internal topics, reporting results in written and oral form; coordinating with faculty, departments, and other offices in conducting analyses and preparing reports; complying with all FERPA requirements and all state, system and university privacy and security policies and procedures; performing other duties as assigned.

EDUCATION

Required: Bachelor's degree

Preferred: Master's degree in higher education, educational research and statistics or related discipline

EXPERIENCE

Required: Some experience in education, educational research and statistics or related discipline

Preferred: Experience in institutional research, social sciences, business research, or information systems; ability to work independently and collaboratively; ability to work under pressure with accuracy and thoroughness; ability to work with a variety of people

SPECIAL EQUIPMENT

Proficient in the use of personal computer, scanners, and peripherals with an understanding of mainframe computer operation; proficient in Microsoft Word, Excel and Access

ACCURACY AND ADHERENCE TO DEADLINES

A high degree of accuracy and attention to detail is required of this position. Adherence to all system, state, federal and other reporting requirements and deadlines is also required.

SALARY RANGE

\$27,000 - \$30,000 based on experience

OTHER

Temporary position for two (2) years.

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive and thereby subject to the provisions of §51.215 of the Texas Education Code, which authorizes the employer to obtain criminal history record information.

The University of Texas of the Permian Basin is an Equal Opportunity/Affirmative Action Employer

All interested and qualified applicants should submit a UTPB application to:

**Office of the Human Resources
4901 East University Boulevard
Odessa, TX 79762**