

The University of Texas at San Antonio

Job Description

Job Title: Institutional Research Associate

Code: 14205

Salary Grade: 51

FLSA Status: Non-Exempt

Department/Division: Institutional Research

Reports To: Director, Institutional Research

Summary

- Function: To assist in coordinating and conducting research reports, projects and analyses in Institutional Research.
- Scope: Responsible for the performance and data analysis of routine research and reporting

Duties

- Typical:
 1. Compiles data and organizes information for institutional research.
 2. Conducts analysis of research.
 3. Writes investigation reports and assists with report preparation.
 4. Assists with the preparation of project proposals and field work.
 5. Performs other duties as assigned.
- Periodic:
 1. N/A

Education

Required	Preferred
High School Diploma/GED with some college level hours.	60 college credit hours.

Experience

Required	Preferred
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Familiarity with data analysis and research, especially interacting with, extracting information from, databases, using statistical analysis software for creation of reports	6 months of related research experience; specific experience using MS Access, IBM PASW (formerly SPSS)
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Working Conditions

Usual	Special
Standard office environment.	N/A

Supervision

Received	Given
Specific instruction and review from supervisor.	None.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

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 section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.