General Description
Provides senior level, direct support to campus and program assessment and planning activities.

Examples of Duties
- Develops research frameworks; administers and collects survey data; helps to conduct focus groups for the Academic Program Review and Administrative/Support Unit Review.
- Initiates and completes independent research projects, such as development, analysis, and report writing.
- Disseminates information to policy decision-makers via committee presentations, the Public Relations (PR) and Administrative and Support Unit Review (ASUR) process, and administrative requests.
- Provides expertise in the utilization of Scantron and online survey technology for efficient and reliable survey design, data collection, and data management.
- Trains employees from other University units to use the Office of Institutional Research (OIR) survey technology.
- Develops practical solutions to facilitate assessment and survey research.
- Supervises graduate research assistants.
- Provides expertise on the maintenance of data and reports on the Institutional Research webpage.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of Scantron survey design and online administration.
- Knowledge of Microsoft Office Suite, such as Word, Excel, Powerpoint, and Access, and web design software, such as Dreamweaver, and statistical analysis programs, such as the Statistical Package for the Social Sciences (SPSS).
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Willingness to take on university committee duties where applicable.
- Competency in quantitative analytical skills.
- Ability to multi-task and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

This Job Title is for promotional opportunity internally only. Not to be used for posting.