Georgia State University

Job Title: Institutional Research Associate

BCAT Code: 09KX23  Effective Date: April 1, 2007
Pay Grade: G15    FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Coordinates institutional research and assessment activities aimed at gathering information for decision making and administrative purposes.

Examples of Duties
- Oversees the support of the administration and the collection of data surveys for the Academic Program Review.
- Evaluates and assesses end user requests for data.
- Oversees the support for the administration and the collection of data surveys for the Administrative and Support Unit Review.
- Coordinates the dissemination of survey information to policy decision-makers.
- Administers, collects, enters, and analyzes on-going internal surveys.
- Develops the unit webpage.
- Performs complex data analysis and data reporting using multiple programming tools.
- Analyzes and prepares research findings for web publication.
- Gathers and extracts data from multiple databases and sources; organizes data into meaningful formats.
- Develops practical solutions to facilitate survey research and interpretation.
- Reviews, analyzes, updates, and edits analyses and data extracts.
- Plans and develops on-line survey methodology and technology.
- Provides training, presentations, and writes reports.
- Performs other research related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of Scanntron survey design and online administration.
- Knowledge of Windows, Access, Excel, Banner, the Statistical Package for the Social Sciences (SPSS), and an understanding of client/server computing, programming languages, relational databases, such as Oracle, Crystal, Structural Query Language (SQL)/Procedural Language Structural Query Language (PL SQL), etc.
- Knowledge of data processing and reporting principles and practices.
- Knowledge of integrated information systems and event driven programming.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, supervise staff, and use independent judgment.

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

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources    Classification Section