Job Title: Institutional Research Assistant

BCAT Code: 09TX57  Revision Date: November 1, 2012
Pay Grade: G10  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs entry-level duties associated with providing research information to the President’s Office, other departments and outside agencies.

Examples of Duties
- Provides research information on multiple University topics to the President, the Provost, and other departments.
- Completes surveys and questionnaires requested by various publications and organizations.
- Provides enrollment data, faculty information, and statistical information.
- Prepares reports on topics, such as enrollment trends, salary information, etc.
- Maintains the departmental library of various publications.
- Supervises student assistants.
- Performs various office management duties, such as maintaining purchase requisitions, assisting visitors and callers, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of computer software and operation.
- Knowledge of research techniques.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.

Minimum GSU Hiring Standards
Bachelor’s degree; or high school diploma or GED and four 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.