

Institutional Effectiveness Research Associate

This position is: OPEN

Job Number: 767 Posted: 11/18/2022 Revised: Location: St. Davids -- Posting Type: Staff

Position Summary

The Institutional Effectiveness (IE) Research Associate supports university-wide planning, effectiveness, accreditation and state authorization activities through data collection, analysis, and reporting. This includes, but is not limited to also supporting development and implementation of associated policies and initiatives. Working collaboratively with colleagues within the IPE office and across the University, the Research Associate supports the institution's compliance in data reporting and ensuring institutional effectiveness and contributes to fostering a culture of collaborative and data-informed decision-making.

Responsibilities

Position Responsibilities

- Conducts data analysis to support the University's initiatives, priorities and planning goals.
- Assists in managing the office's survey administration, including analysis and distribution of results.
- Provides support for the institution's specialized and institutional accreditation activity, including data support, analysis and report completion.
- Assists with the institution's state authorization activity, including data collection, analysis and reporting.
- Works closely with the IR and IE staff to organize and execute research projects, identifying ways to improve research design and data validity.
- Provides guidance and training to University users of IR/IE data and reports.
- Serves on institutional committees as requested by the COS/Vice President and/or Director of IR.
- Attends University meetings and events as required.
- Embodies Eastern University's core values of excellence, authenticity, stewardship, thoughtfulness, enthusiasm, relationships, and innovation.
- Seeks to treat each member of the campus community with fairness, dignity and respect, seeking a spirit of unity and harmony as we join together to achieve our vision and mission.
- Other duties as assigned.

Qualifications

- Minimum of a bachelor's degree in a relevant field. Master's degree preferred.
- Experience in higher education with compliance reporting and data sources (i.e. IPEDS, NC-SARA, accreditation etc.) preferred.
- Proficiency in Microsoft Office, Google applications and data visualization tools (e.g. Tableau).
- Experience working with and manipulating large data sets in Excel and/or statistical software.
- Demonstrated knowledge of quantitative and qualitative research methods, research design and use of statistical analytical software.
- Ability to work collaboratively with individuals and in diverse groups.

- Ability to prioritize and manage multiple and varied projects and initiatives.
- Ability to produce accurate and high-quality reports in a fast-paced environment.
- Strong oral and written communication skills as demonstrated by the preparation and presentation of research reports and data that communicate complex information in an easily understood manner.

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.