Institutional Research Associate

This position is: OPEN

Job Number: 602 **Posted:** 7/27/2021 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

Position Summary

Reporting to the Director of Institutional Research, the Institutional Research Associate assists in fulfilling Institutional Research requests and managing the flow of institutional research data. The Research Associate provides support in complying with internal and external reporting demands, administering and analyzing surveys and other assessment instruments, assisting in the analysis of institutional data and supporting the management of key data through various business intelligence tools.

Responsibilities

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- Work collaboratively with internal and external stakeholders to produce timely and useful research and statistical reports.
- Respond to ad hoc research questions and requests.
- Identify, collect and prepare data for uploading to governmental and other external agencies.
- Create and manage data visualizations, including dashboards, for internal and external audiences.
- Assist in maintaining IR Web pages, internal data repositories and social media presence.
- Provide support in developing and administering surveys, as well as analyzing and distributing results to appropriate stakeholders.
- Perform advanced quantitative, qualitative and mixed methods data analyses.
- Conduct routine data management tasks.
- Assist in providing training to the University community on IR related topics and issues.
- Engage in professional development activities and serve on University committees as appropriate.
- Seek 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 common mission.
- Other duties as assigned.

Qualifications

Knowledge, Skills and Abilities

- Minimum of a bachelor's degree in the social sciences, statistics or a related field. Master's degree preferred.
- Experience with querying databases, using SQL, Python, or other programming knowledge. Experience with Ellucian is a plus.
- Ability to visualize data into interactive tables and charts. Experience with data visualization tools, such as Tableau or Microsoft Power BI, preferred.
- Demonstrated knowledge of quantitative and qualitative research methods, research design and use of statistical analysis software.
- Ability to work collaboratively with individuals and in diverse groups.
- Ability to prioritize and manage multiple and varied projects and initiatives.
- Strong oral and written communication skills as demonstrated by the preparation and presentation of research reports and data that communicates complex information in an easily understood way.

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.