The University of Texas at San Antonio

Job Description

Job Title: Institutional Research Associate
Code: 14205
Salary Grade: 51
FLSA Status: Non-Exempt
Department/Division: Institutional Research
Reports To: Director, Institutional Research

Summary

- **Function**: To assist in coordinating and conducting research reports, projects and analyses in Institutional Research.
- **Scope**: Responsible for the performance and data analysis of routine research and reporting

Duties

- **Typical**:
  1. Compiles data and organizes information for institutional research.
  2. Conducts analysis of research.
  3. Writes investigation reports and assists with report preparation.
  4. Assists with the preparation of project proposals and field work.
  5. Performs other duties as assigned.

- **Periodic**:
  1. N/A

Education

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<th>Required</th>
<th>Preferred</th>
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<tr>
<td>High School Diploma/GED with some college level hours.</td>
<td>60 college credit hours.</td>
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Experience

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Familiarity with data analysis and research, especially interacting with, extracting information from, databases, using statistical analysis software for creation of reports

6 months of related research experience; specific experience using MS Access, IBM PASW (formerly SPSS)

**Working Conditions**

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<th>Usual</th>
<th>Special</th>
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<td>Standard office environment.</td>
<td>N/A</td>
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**Supervision**

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<td>Specific instruction and review from supervisor.</td>
<td>None.</td>
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**Accuracy**

Proficiency in all phases of the duties performed.

**Security Sensitive**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

**Internal Control**

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.