

Institutional Research Associate {S00468P}

Posting Details

Position Information

Posting Number	S00468P
Position Title	Institutional Research Associate {S00468P}
Department	Inst Research_Plan_Effective
Location	Arlington
Job Family	Institutional Research
Position Status	Full-time
Work Hours	Standard
Work Schedule	Monday-Friday; 8:00am-5:00pm.
Open to	External and Internal
FLSA	
Salary	Open (negotiable depending on qualifications)
Duration	Funding expected to continue
Pay Basis	Monthly
Benefits Eligible	Yes
Job Summary	The Assessment Support Specialist will provide support to the University's institutional effectiveness processes including assessment and compliance with accreditation expectations.
Essential Duties and Responsibilities	Coordinate the timely submission and review of assessment plans and related reports. Serve as consultant to faculty and staff. Implementation, administration of the University's assessment management software, including training and support. Design and produce assessment related training materials, resources and presentations. Gather information required for accreditation purposes. Research institutional policies related to accreditation expectations.
Required Qualifications	Master's degree in higher education, social science, educational research, statistics or related discipline. Three (3) years of experience in educational research, student learning assessment, academic program evaluation or related field. Excellent written and oral communication skills. Proficiency in Excel, and SPSS or other similar statistical software.
Preferred Qualifications	Master's degree. Previous experience working in higher education assessment and accreditation. Previous knowledge and experience working with assessment software. Teaching and training experience preferred and experience with the theory and practical application of academic assessment planning and methods. Skill in quantitative and qualitative data collection analysis and reporting. Ability to communicate with diverse members of the University community including staff, faculty, and accreditors.
Working Conditions	
Special Conditions for Eligibility	
EEO Statement	UTA is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. Additionally, the University prohibits discrimination in employment on the basis of sexual orientation. A criminal background check will be conducted on finalists. The UTA is a tobacco free campus.

Posting Detail Information

Number of Vacancies 1

Desired Start Date

Open Date

Review Start Date

Open Until Filled

Special Instructions to Applicants

Applicants must include in their online resume the following information: 1) Employment history: name of company, period employed (from month/year to month/year), job title, summary of job duties and 2) Education: school name, degree type, and major.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * What is the highest degree you have attained in higher education, social science, educational research, statistics or related field?
 - Associate's degree
 - Bachelor's degree
 - Master's degree or higher
 - None of the above
2. * How many years of experience in educational research, student learning assessment, academic program evaluation or related field do you have?
 - None/less than 3 years
 - 3 to 4 years
 - 4 to 5 years
 - 5 years or more
3. * What is your skill level with Microsoft Excel? (Proficient is the highest skill level)
 - No Skills/Basic
 - Intermediate
 - Advanced
 - Proficient
4. * How many years of experience do you have working in higher education?
 - None/less than 3 years
 - 3 to 4 years
 - 5 to 6 years
 - 7 or more years

Documents Needed To Apply

Required Documents

1. Resume or CV
2. Cover/Interest Letter
3. References (Additional)

Optional Documents

1. Curriculum Vitae