Graduate Research Assistant Position Announcement
Office of Institutional Research and Assessment

The Office of Institutional Research and Assessment (OIRA) is seeking applicants for one Graduate Research Assistantship (50% time) to begin in August 2018. The assistantship includes a tuition waiver, eligibility for health insurance, and a monthly stipend of at least $1125.00.

JOB DESCRIPTION

OIRA collects, analyzes, and disseminates essential information about the University's environment and performance. This information supports institutional management, planning, and decision making as well as meets a variety of state and federal government mandates. In addition, OIRA coordinates the academic assessment function of the University, oversees the end-of-course teaching evaluations, and assists with accreditation and strategic planning efforts.

This assistantship position will focus primarily on assisting with institutional research projects, including:

- Collecting data from online databases and university websites for peer comparisons
- Working with analysts to gather, format, and analyze data for research projects and reports (on topics such as student retention/graduation)
- Assisting with the creation of the University Fact Book and completion of college guides, by gathering, entering, and validating the data
- Other departmental projects as needed

QUALIFICATIONS

Successful applicants should be detail-oriented and have strong organizational and interpersonal skills. Proficient computer skills in Microsoft Office applications are also required. SQL or other programming skills desired. Interest in and experience with higher education analysis and reporting is desirable.

HOW TO APPLY

Submit a cover letter, resume or curriculum vita, and a listing of three references to:

> Donald A. Cunningham
> UTK - OIRA
> 2538 Dunford Hall
> Knoxville, TN 37996-4060
> Email: hip@utk.edu
> Phone: 865-974-4373

Review of applications will begin immediately.

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE