



Institutional Research Assistant

Date of Issue:	12/2023	CBU:	UMPSA
Position No:	00025821	Job Family:	7-Technical
Department:	FVPAA	FLSA:	Exempt
Campus:	UMF	Wage Grade:	03

I. Position Summary

The Institutional Research (IR) Assistant analyzes institutional data in support of a Title III project focused on the first-year experience at UMF. The IR Assistant is responsible for performing detailed analyses and generating reports for a wide range of functions that cover educational, administrative, and support needs. This position assists with coordinating internal and external data reporting, quantitative and qualitative analysis, data strategies, querying databases, and generating reports that encourage data-informed decision-making. The IR Assistant is expected to be knowledgeable with all data sources used by UMF and the University of Maine System (UMS) in the areas of recruitment, retention, enrollments, graduation rates, academic performance, and student behavior and trends. Work is performed under minimal supervision and performance is based upon timely completion of assignments and results obtained.

II. Essential Duties

- Works closely with the Title III Project Director and Director of Institutional Research to identify data needs and develop studies that inform strategies and practices that strengthen enrollment, student success, and advancement at the University.
- Monitors all data pertaining to the Title III grant.
- Interprets data from a variety of sources for presentation to varying audiences.
- Prepares reports for the Title III project team, verifying accuracy and internal consistency.
- Completes on schedule other tasks assigned by the Title III Project Director.

Note: UMF reserves the right to change or assign additional duties as necessary.

III. Supervisory Responsibilities

This position does not have supervisor responsibility.

IV. Reporting Relationship

Reports directly to the Director of Title III and works closely with the Director of Institutional Research for UMF, as well as Vice President for Enrollment Management, directors, faculty, and senior administration across campus and within the UMS.

V. Budget Responsibilities

This position does not have budget responsibilities.

VI. Knowledge, Skills, and Qualifications

Competencies

Problem-solving - Demonstrated ability to be innovative and find creative solutions to problems where solutions are not readily available.

Technology - Strong expertise in the use of client relationships and data management systems to facilitate reporting and analysis.

Planning & multitasking - Ability to prioritize and manage multiple projects and tight deadlines in a sometimes stressful environment where decisions may affect multiple departments or external relations.

Technology - Ability to interface multiple data platforms and integrate them into a single output.

Communication - Ability to communicate effectively, both orally and in writing, and to present statistical and analytical information.

Teamwork - Ability to function collaboratively on a team and develop and maintain effective working relationships with key stakeholders. Demonstrated knowledge of PeopleSoft and Salesforce products.

Qualifications

Required:

- Bachelor's Degree from an accredited college/university, or equivalent and experience in an appropriate field such as business, statistics, or economics.
- 2 years of data analysis experience (including undergraduate research)

Preferred:

- Master's Degree in a major related to this field.
- Skill in research methodology and design, including descriptive and inferential statistical methods for social sciences, multivariate and trend analyses, and random sampling.
- Experience in and knowledge of institutional research, current issues/trends in higher education, and the strategic use of data in institutional decision-making and the measurement of progress toward institutional goals.

- Experience with complex (multi-dimensional) database architecture.
- Experience with methodologies for displaying information in dashboard format.
- Background in external reporting: IPEDS, rankings, accreditation bodies.

VIII. Working Conditions:

The individual in this position should be able to perform in the following working conditions with or without accommodation:

- Frequently communicate with others in person, in writing, over the telephone, or through video conference.
- Occasionally exerting up to 20 pounds of force, and/or 10 pounds frequently and/or negligible amount of force constantly to move objects.
- Occasionally move about the office or campus to complete tasks.
- Occasionally travel to other locations.
- Consistently work in a moderate noise level environment and an indoor office setting with office equipment.
- Consistently use their fingers and hands for keyboarding and use of other office equipment.
- Required close visual acuity to perform required tasks.

Signatures:

The signatures indicate the employee and immediate supervisor have reviewed the job description.

Employee Signature/Date: _____

Employee Printed Name: _____

Immediate Supervisor Signature/Date: _____

Immediate Supervisor Printed Name: _____