



Institutional Research and Grants Assistant

Job Number: UD0010

**Institutional Research**

**Date Posted: 08 June 2017**

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## WHO WE ARE

The University of Dallas is a private university leading in academics that has been consistently ranked as one of the top regional universities in the country, holds a place in the list of the top 10 Catholic colleges in the West by U.S. News & World Report, and is ranked in the top 15 Catholic colleges nationwide by Forbes. We thrive on professional development, a family oriented environment, rich tradition, and great employee benefits!

## JOB DESCRIPTION

UD is currently seeking an Institutional Research and Grants Assistant who will be responsible for coordinating core data reporting functions aimed at providing accurate, relevant, and useful information concerning the characteristics, performance, and effectiveness of the institution for use in accreditation, reporting, planning and executive decision-making. This individual will have the opportunity to provide oversight for all pre-award grants compliance needs.

## PRIMARY RESPONSIBILITIES

- Assists in the development of research, planning, outcomes assessment and evaluation studies.
- Assists in the design of appropriate research instruments, surveys, questionnaires, schedules, and other relevant tools for the collection of data.
- Collects, analyzes, interprets, and reports higher education data to develop and disseminate reports for various audiences to support institutional initiatives and requirements.
- Assists in the preparation of submissions for state, federal, and other external reporting requirements including, but not limited to, Integrated Postsecondary Education Data System (IPEDS), Texas Higher Education Coordinating Board (THECB), and U.S. News & World Report.
- Updates institutional research reports that are completed regularly on an annual schedule.
- Prepares data for Common Data Set and external surveys including, but not limited to, U.S. News & World Report and American Association of University Professors (AAUP).
- Archives information that is essential for graduation, trend, and retention analysis.
- Supports the long-term growth of the Office of Institutional Research by collaboratively working with the Director and other campus constituents.
- Manages pre-award activities for all new research grants and contracts by assisting departmental faculty in the development, preparation, and submission of all new grant and contracted proposals.
- Participates as a member of the university's Grants Team to advance a cohesive proposal process across the institution.
- Reviews new proposals for consistency with funding agency and university guidelines.



# UNIVERSITY OF DALLAS

*The Catholic University for Independent Thinkers*

## **MINIMUM REQUIREMENTS**

- Bachelor's degree in Education Research, Information Technology, Social/Behavioral Sciences, or a related field appropriate to the position required
- Three years of experience in research design, data analysis, and report preparation required, preferably in an academic setting.
- Working knowledge of SQL or similar language and proficiency using statistical software product such as SAS and SPSS.
- Proficiency with reporting tools such as Argos, WebFocus, Hyperion and ability to query databases such as Banner, PeopleSoft.
- Proficiency in MS Office applications for the purpose of data queries, data analyses, and report writing.

## **PREFERRED QUALIFICATIONS**

- Master's degree preferred.
- Experience in an institutional research setting is preferred.

## **ADDITIONAL INFORMATION**

- May require irregular work hours, such as evenings and/or weekends, during office events (e.g., orientation, graduation).

## **BENEFITS**

UD provides competitive pay and benefits including eligibility to participate in medical, dental, life & disability insurance, employee events, health & wellness program, a free fitness center, at least 30 paid days off annually, accruing 12 days sick time, free tuition for employee and family, and retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

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