

INSTITUTIONAL RESEARCH ASSISTANT*

Function of Job:

Under general direction of Director or other designated administrator, to collaborate and assist in the development and direction of an IR office to provide studies, analyses, reports, and routine special services to state and federal agencies, other institutions, trustees, administrators, faculty, and individual clients.

Characteristic Duties and Responsibilities:

1. Collaborate with and assist Director in planning, development, and accomplishment of institutional research goals, and be responsible for IR matters in his/her absence.
2. Supervise, assign work, train, evaluate performance and recommend hiring of support staff and students, and oversee all institutional research office administration including budgets, records, administrative processes and files.
3. Propose/initiate procedures and evaluate existing procedures to effect improved or additional methods for handling or reporting information.
4. Be responsible for collection, updating, revision, and publication of various reports, catalogs and directories, including University System and campus factbooks, consolidated admissions reports, and teacher evaluation reports, involving extensive contacts with concerned USNH offices and departments.
5. Coordinate the submission of federal reporting transactions (HEGIS) on behalf of the University System and act as an official representative to NCES.
6. Be responsible for administering institutional questionnaires to graduates and alumni on a repetitive cycle, and producing related analyses and reports.
7. Respond to external requests from other institutions, federally affiliated organizations/state agencies, as well as internal requests for information pertaining to USNH campuses.
8. Design and administer questionnaires on special staff/student projects after consultation with requesting campus offices, and produce related analyses and reports.
9. Supervise creation and maintenance of appropriate computerized files for entry and maintenance of acquired data, as necessary.
10. Represent director at meetings and other functions, and serve on committees as assigned.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree.
2. Three years of increasingly complex experience in an academic or similar service environment.
3. Writing and verbal skills.
4. Supervisory ability.
5. Excellent interpersonal and organizational skills.
6. Working knowledge of a microcomputer operating system and capability to utilize a main frame computer.

Additional Desirable Qualifications:

1. Familiarity with the University System and/or of its campuses as pertinent to work performed.
2. Familiarity with statistical techniques and survey methodology.

10/1/85
System Approval

10/1/85
Effective Date

Revised – original approved 1/5/76 and revised 6/21/78 and 8/8/80.

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.