



ASSESSMENT AND INSTITUTIONAL RESEARCH ASSISTANT

DEPARTMENT

Office of Assessment and Institutional Research

QUALIFICATIONS

- Dependable to meet deadlines
- Strong attention to detail with efficiency and precision
- Experience with Microsoft Word and Excel
- Able to design charts, graphs and tables from available data.
- Math skills and some statistical skills needed.
- Self-motivated and willing to work in teams if necessary.

DUTIES

Duties include computer data input and developing tables, charts and graphs for institutional use. Assisting in the gathering of data and the production of various institutional documents and publications relating to institutional research or assessment. Assist in the numerous external surveys that the college responds to, and assisting in any other subsequent institutional research projects assigned to Aundrea Snitker.

COMPENSATION

Begins at Minimum Wage

HOURS

5 hours per week (approx.)

CONTACT

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