

Southwest Texas Junior College

Employment Opportunity

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Ofc ☐ 830.591.7340 Fax
Human Resources Employment: www.swtjc.edu

Title: Research Associate – Office of Institutional Effectiveness

Job # 171802710101

Campus: Uvalde

Closing Date: Until Filled

Description of Job Duties: The responsibilities of this position include: integrating information from Colleague, Prosper, and other databases for various internal, external and mandated reports; conduct data integrity checks, including troubleshooting and coordinating issues with appropriate constituents. Support processes involved with the compilation, analysis, dissemination and management of data used to support continuous improvement and evaluate the effectiveness of the institution in accomplishing its mission.

Specific responsibilities include: Submit ATD data, facilitate attendance reporting, produce SACSCOC Institutional Profile, Manage IPEDS reporting, Manage LBB reporting, maintain National Student Clearinghouse updates, submit and monitor changes to OIE webpage, create and maintain SWTJC forms, respond to Ad Hoc requests for data, performs other duties as assigned by supervisor or Vice President.

Required Knowledge, Skills, and Abilities: Communicate effectively in writing, speaking and electronic venues; organizational skills required to handle multiple tasks, prioritize, and meet strict deadlines; high level of attention to detail and exhibit a respect for data integrity; exercise considerable judgment in the interpretation of policy and/or the application of procedures and techniques; ability to create summary information from large volumes of data,; ability to use database analysis tools required to design and implement ad-hoc and automated reports using SPSS, Excel, and SQL-related programming languages that support business; ability to extract data from ERP systems,; familiarity with research methods including; statistics, surveys methods and focus groups; maintain professional relationships with administrators, faculty, staff and state agencies and representatives.

Salary: Commensurate with education and experience. Twelve-month position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

Education: Bachelor's degree; 1-3 years of experience in research or education setting or related field; experience using technology for collection and dissemination of data; demonstrated knowledge/experience in survey design; demonstrated knowledge/experience in quantitative research methods and the use of statistical analysis tools such as SPSS; demonstrate skills in spreadsheet and database.

Experience & Training: Ability and skill to manage a high volume of work are necessary. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other geographic locations served by the college.

Submit Application To: Human Resources Coordinator (2401 Garner Field Road, Uvalde TX 78801). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) letter of intent, 2) SWTJC application form, 3) resume, and 4) copies of transcripts. All applications and supporting documents become the property of SWTJC.

NOTICE TO APPLICANTS

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution