

Graduate Assistant, Institutional Research & Planning Job Description, 2023-2024

Position Description: The graduate assistant provides support to institutional research and planning staff in carrying out the data management, reporting, and analytical work of the office. Responsibilities include:

- Helping to complete required reports for the federal and state government.
- Helping to complete surveys for college guides (College Board, US News and World Report, etc.).
- Verifying the accuracy of data in reports, publications, and presentations.
- Creating tables and charts for reports, publications, and presentations.
- Helping with the administration of surveys to students, faculty, and staff.
- Helping respond to ad hoc requests for data.
- Other duties as assigned.

Required Experience/Skills:

- Some work experience in a similar field
- Comfort working with quantitative data and understanding of basic statistical concepts
- Strong attention to detail
- Strong analytical skills
- Solid written and oral communication skills
- Experience working with MS Office Suite (Word, Excel, PowerPoint, Publisher, etc.)
- Preferred: Experience working with SPSS or other statistical software package.

Benefits to Office of Institutional Research & Planning: The Office of Institutional Research & Planning has a small staff of two professionals who perform analytical work and collaborate with the campus community to enhance the quality of the college's data and promote the use of these data for reporting, research, and planning purposes. In order for the Director and Associate Director to carry out these functions, it is necessary to have a graduate assistant to perform some of the tasks, such as data entry, table and chart preparation, and number checking.

Benefits to Graduate Assistant: This position will provide an opportunity for a graduate student to learn how research is conducted and used in a complex organization. More specifically, the graduate assistant will gain knowledge of:

- The management of large, complex datasets.
- How research questions are shaped by the various internal and external constituencies of a large organization.
- The importance of detail orientation balanced with an appreciation for the "big picture."
- How to present data and analysis to audiences with varying degrees of technical competence.
- The various political, social, and economic forces influencing contemporary higher education.
- How to prioritize many competing projects.

To Apply: Please send a resume and letter of interest to Dr. Sara Phillips, Director of Institutional Research & Planning, at sphillips@ric.edu

Additional information for consideration by Graduate Studies:

1. Requesting a full time position.
2. See the job posting for a description of duties. The incumbent graduate assistant has helped prepare official reports by assisting with layout and verification of data points, as well as assisting with recurrent and ad hoc data requests. Having a graduate student do take on some of these tasks has been very useful during the transition in the Director position, and a continuance of the position during the upcoming year will help support OIRP in meeting the needs of the college.
3. See job posting.
4. There is not departmental or grant funding to offset the stipend.