Research and Decision Support Graduate Assistant

**Department:** Office of Planning, Resource Management, and Assessment

**G.A. Position:** Research and Decision Support Graduate Assistant

**Supervisor:** Associate Provost, Planning, Resource Management, and Assessment

**Job Description**
Slippery Rock University’s Office of Planning, Resource Management, and Assessment (PRMA) provides institutional analysis, reports to external stakeholders (ex. State System of Higher Education, US News & World Report, Common Data Set), and decision support to faculty and staff. The Graduate Assistant (GA) will leverage critical thinking, quantitative reasoning, and communication skills to support PRMA projects. The GA might also manage their own project under supervision of Office staff.

**Job Functions/Responsibilities – List the duties this graduate assistant will be expected to perform.**

The specific functions of the GA will depend on the individual’s skills and interests, and might involve:

- Developing research briefs summarizing department assessment results and other projects completed by PRMA;
- Identifying patterns and trends in student success through the use of statistical analysis and predictive analytics on student level data, financial aid, National Survey of Student Engagement (NSSE) results, Student Satisfaction Inventory (SSI) results, and other data sets;
- Analyzing the effectiveness of financial aid strategies and communicating results to both technical and non-technical audiences;
- Using available technology (SAS Visual Analytics, IBM Cognos) to develop and deploy dashboards;
- Providing training to campus constituents on the use of IBM Cognos and the Office of Educational Intelligence’s portal to support decision-making;
- Designing and developing ways to summarize and disseminate NSSE and SSI survey results to various campus constituents using available technology (ex. IBM Cognos, D2L, Microsoft OneDrive, MySRU Portal); or
Research and Decision Support Graduate Assistant

Creating written documentation of critical business processes and data assets.

**Desired Qualifications** – List the experiences and/or abilities you wish an applicant for this position to have.

The successful candidate will be interested in improving the lives of students through rigorous analysis of data and will have intellectual curiosity. The successful candidate will possess:

- Quantitative reasoning skills and an understanding of basic statistical concepts (percentages, averages, correlations)
- Ability to communicate data, statistical analysis, or research to non-technical audiences
- Intellectual curiosity about student learning, causes of educational success, or institutional decision-making
- Experience working with Microsoft Office Suite, including Excel, Word, PowerPoint, and other software
- Attention to detail
- Excellent organizational skills
- Preferred: Experience working with SPSS, SAS, Excel, or other statistical software

**Graduate Student Outcomes** – List the skills/abilities the graduate assistant can expect to learn in this position.

The Research and Decision Support GA will learn how complex organizations use data to make improvements to operations, tactics, and strategies. More specifically, the GA will learn how to:

- Read and interpret quantitative/qualitative data
- Combine data from multiple sources and analyze the results
- Prepare, clean, and model data sets for analysis
- Plan and implement a research project
- Develop webpages to share data and information
- Use business intelligence tools to build data assets (ex. dashboards, reports) that support decision-making
- Interpret complicated information for non-technical audiences

**Appropriate SRU Graduate** Students in all graduate programs will be considered as long as they meet the desired qualifications, but preference will be given to students enrolled in:

- MS in Data Analytics
Majors – List

- MS in Health Informatics
- MBA (any concentration)
- MA in Student Affairs in Higher Education (with or without College Counseling)
- MEd in K-8 Math and Science
- MEd in Secondary Education: Math/Science

Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position.

Include hours to be worked and preferred work schedule.

The Research and Decision Support GA is expected to:
- Work 17.5 hours per week (262.5 hours per semester)
- Be timely in arriving to the office for designated work hours, which will take place Monday–Friday between the hours of 8 AM and 4:30 PM
- Maintain confidentiality including, but not limited to, standards set by the Family Educational Rights and Privacy Act (FERPA)
- Communicate the status of projects regularly to the supervisor and other appropriate PRMA staff members
- Conduct themselves in a professional manner
- Work independently most of the time (under supervision) and occasionally as part of a team
- Ask questions – this is both a job AND a learning opportunity!
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<tr>
<th><strong>Supervisor's address:</strong></th>
<th>208 Old Main</th>
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<tbody>
<tr>
<td></td>
<td>Slippery Rock, PA 16057</td>
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<tr>
<td></td>
<td>United States</td>
</tr>
<tr>
<td><strong>Phone Number:</strong></td>
<td>(724) 738–2150</td>
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<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:carrie.birckbichler@sru.edu">carrie.birckbichler@sru.edu</a></td>
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