



JOB DESCRIPTION: Institutional Research Student Worker

Name of Position: Student Worker for Institutional Research

Department: Institutional Research

Campus Location: Computer Center on the upper floor of Christy Administration Building

Supervisor: Joni Rankin

Length of Contract: Academic Year

Pay Rate: Minimum Wage

Job Purpose: The IR work study assists IR staff in data entry and clean up.

Job Responsibilities:

- Clean up data in PowerCampus as assigned.
- Enter data into PowerCampus as assigned.
- Complete external surveys as assigned.

Qualifications:

- Experience using a relational database such as Microsoft Access.
- Proficient using Microsoft Excel.
- Proficient in basic math.
- Experience with statistics helpful.
- Able to handle confidential matters in a professional manner.
- Able to work independently.
- Willing to learn new software as applicable.
- Willing to learn how to complete new tasks.
- Able to work up to 10 hours per week, preferable during regular office hours.

Skill Development Areas:

- Must pay very close attention to detail; must be reliable in terms of work schedule;

Evaluation: The student will be evaluated in person during the first month of each semester.