UNIVERSITY OF DALLAS

Institutional Research and Grants Assistant   Job Number: 0020UD

Institutional Research   **Date Posted: January 8 2018**

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Institutional Research and Grants Assistant who will be responsible for providing oversight for all pre-award grants compliance needs. This individual will have the opportunity to provide assistance to core data reporting functions aimed at providing accurate, relevant, and useful information concerning the characteristics, performance, and effectiveness of the institution for use in accreditation, reporting, planning and executive decision-making.

PRIMARY RESPONSIBILITIES

- Provides assistance to faculty on grant proposal work including, but not limited to, application review, deadline tracking, obtaining appropriate signatures, assuring compliance with federal regulations, submitting proposals into the appropriate funding system, and reviewing budget for streamlining and clarity.
- Works with Principal Investigators and/or Program Managers to clarify funding details, verify needs and expectations of funding agencies, and assure consistency with university's mission, priorities, and policies.
- Creates and maintains a sponsored projects database to include update information on projects and proposals, grant awards, funding opportunities and faculty/staff research and professional interests to track grant activity.
- Develops structure for allocating direct and indirect costs and subawards with pass-through entities, such as subrecipients and contractors.
- Assists in the development of research, planning, outcomes assessment and evaluation studies; and in the design of appropriate research instruments, surveys, questionnaires, schedules, and other relevant tools for the collection of higher ed and institutional data.
- Prepares data for Common Data Set and external surveys including, but not limited to, U.S. News & World Report and American Association of University Professors (AAUP).

- Assists in the preparation of submissions for state, federal, and other external reporting requirements including, but not limited to, Integrated Postsecondary Education Data System (IPEDS), Texas Higher Education Coordinating Board (THECB), and NCAA compliance, and ICUT (Independent Colleges and Universities of Texas).
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.

MINIMUM REQUIREMENTS

- Bachelor's degree in Education Research, Information Technology, Social/Behavioral Sciences, or a related field appropriate to the position required.
- Three years of experience in research design, data analysis, and report preparation required, preferably in an academic setting.
- Working knowledge in MS Office applications for the purpose of data queries, data analyses, and report writing is required.
- Working knowledge of SQL or similar language and proficiency using statistical software product such as SAS and SPSS.
- Proficiency with reporting tools such as Argos, WebFocus, Hyperion.
- Ability to query databases such as Banner, or PeopleSoft.
- Ability to compile, clean, and test data files for reporting analyses purposes.

PREFERRED QUALIFICATIONS

- Master's degree.
- Experience in an institutional research setting is preferred.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: https://hr.udallas.edu/apply/

The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.