

December 4, 2012

**University of Science and Arts of Oklahoma
Institution Research Analyst**

BENEFITS: Excellent fringe package includes pension plans and life, health, dental and vision insurance.

STARTING DATE: On or before February 15, 2013

The Institutional Research Analyst reports to the Vice President for Information Services and Technology and is responsible for the collection, analysis, and dissemination of data used for many purposes at the University.

The analyst plays a central role in the university's efforts in continuous process improvement. Key features of the position include identifying institutional source data and external local, state, and national demographic data to be used in research projects, collecting data for statistical analysis and reporting from various sources (college databases, surveys, etc.), and providing administrators with analysis appropriate for decision making. This position serves as the primary source of data to senior leadership in both short- and long-range planning, and evaluating the impact of policies, procedures, and resource allocation.

Position requirements include 1) knowledge of research methods; 2) ability to learn, write, revise and use programs to extract and compile data from the university's databases; and 3) produce, interpret, and analyze statistical outputs used in college decision making in a clear and concise manner to both technical and non-technical audiences. Proficiency with common computer programs and applications (Excel, Word) as well as proficiency with major statistical programs such as SAS, SPSS, Minitab, R, etc. Baccalaureate degree in statistics, data management, educational assessment, social sciences or related field is required. Work experience in conducting statistical analysis in a higher education environment is preferred.

TO APPLY: Submit letter of application, detailed resume, completed university application form, college transcripts, and three letters of recommendation to: Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322.

Application review will begin February 1, and continue until position is filled.