

Virginia Union University

Vacancy Announcement

Research Assistant

The Office of Institutional Research, Planning, and Special Programs at the Virginia Union University are seeking a Research Assistant to join its team. The responsibilities of this position include: integrating information from university information systems for various internal, external and mandated reports; developing databases; working with the Division of IT on implementing changes for internal, external and mandated reports.

Essential Function:

- The Research Assistant will define data elements and parameters, analyze and provide recommendations based on output. In addition, this position is responsible for performing the office's data programming functions; dataset development, dataset management and reporting in collaboration with all university divisions.
- As a member of the Office of Research, Planning and Special Programs, the incumbent will develop, design, and assist in the creation of questionnaires, surveys and data gathering tools to ensure the necessary information captured pertains to educational trends and college needs.
- Responsible for extracting data from existing sources, quantify and summarize findings for the Office of Research, Planning and Special Programs.
- Collaborate with the Manager of Data and Reports to collect, extract, and acquire data sets.
- Prepare and distribute a variety of annual internal reports, including, but not limited to, the Fact Book, Fast Facts and other reports.
- Develop, design, analyze, and distribute internal and external survey reports.
- Transform and recode data into proper formats to support useful reporting efforts.
- Responsible for the creation of efficient processes that will support routinizing data management tasks and regular data reports/requests.
- Routinely collaborate with VUU constituents to ensure accurate and meaningful data is collected.
- Provide data analysis for grants, proposals and university constituents.
- Assist programs as necessary on assessment, including but not limited to, developing assessment measure and developing systems for tracking and collecting data.
- Assist with data warehousing processes and archive data to meet accreditation requirements.
- Manipulate data into useable information for the College and for external reporting purposes.
- Consistently audit data collection to ensure data integrity.
- Organize and manage data fields.
- Participate in various Assessment and Institutional Effectiveness related initiatives.

- Other duties as required and assigned by the Vice President of Research Planning and Special Programs.

Qualifications:

Minimum of two years' experience in data analysis, collection and reporting, Bachelor's Degree required, Master's degree preferred. Required competencies include prior experience extracting data with SAS, or SPSS, or related statistical software, in addition to excellent computer skills and proficiency in Microsoft Office, specifically Excel, PowerPoint, Word, preferably Access.

Successful candidate must have strong attention to detail and accuracy. The ability to clearly communicate complex, technical information to a variety of audiences, as well as, have the ability to quantify and measure data driven by theory to produce or drive organizational effectiveness.

Excellent written and verbal communication skills are required with the ability to partner and work effectively with a variety of internal and external stakeholders. Knowledge of higher education as well as (spell out) FERPA are preferred.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity, Affirmative-Action Institution committed to cultural, racial and ethnic communities and compliance with the Americans with Disabilities Act. It is expected that successful candidates share in this commitment. Persons who need reasonable accommodation under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at 804-257-5841.

Application Process:

For qualified applicants, the application packet should contain a letter of interest, resume, three writing samples, and a list of three professional references along with contact information. Mail completed package to the following address: Office of Human Resources, Virginia Union University, and 1500 North Lombardy Street, Richmond, VA 23220. Complete packages may also be submitted electronically to Resumes@vuu.edu.