



**Organization:** Virginia Union University (VUU)

VUU, founded in 1865, is one of the oldest historically black colleges in America, and is a premier liberal arts institution located in Richmond, Virginia. The University is accredited by the Southern Association of Colleges and Schools and provides a nurturing, intellectually challenging and spiritually enriching environment as it develops scholars, leaders, and lifelong learners. Virginia Union University has a student body of approximately 1700 undergraduate and graduate students (in the School of Theology).

**Organizational Contact:** Ms. Deborah Jones, HR Director

**Position Title:** Research Assistant

**Position Type:** Full-time

**Job Description:** 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 functions of this position include but are not limited to: defining data elements and parameters, analyzing and providing recommendations based on output; performing the office's data programming functions; dataset development, dataset management and reporting in collaboration with all university divisions; developing, designing, and assisting in the creation of questionnaires, surveys and data gathering tools to ensure the necessary information captured pertains to educational trends and college needs; and extracting data from existing sources, quantify and summarizing findings for the Office of Research, Planning and Special Programs

**Requirement/Qualifications:** This position requires a Bachelor's Degree (A Master's degree is preferred) with a minimum of two years' experience in data analysis, collection and reporting. 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. The successful candidate must have strong attention to detail and accuracy as well as the ability to clearly communicate complex, technical information to a variety of audiences, along with, the ability to quantify and measure data driven by theory to produce or drive organizational effectiveness. Excellent written and verbal communication skills are required in addition to the ability to

partner and work effectively with a variety of internal and external stakeholders. A knowledge of higher education as well as FERPA is preferred.

**Salary:** Commensurate with Education and Experience

**How to Apply:** For qualified applicants, the application packet should contain a cover letter, resume, and a list of three professional references along with contact information. Submit complete packet electronically to [Resumes@vuu.edu](mailto:Resumes@vuu.edu)

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.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.