Position: Institutional Research Assistant (Graduate Assistant)
Department: Institutional Research and Analysis
Reports to: Research Analyst, Institutional Research and Analysis

Position Overview
The Office of Institutional Research and Analysis seeks one half-time Graduate Assistant. Upon completion of a comprehensive training program, primary responsibility is to manage the post-graduation outcomes study. Additional responsibilities include providing support to research analysts related to survey research.

Duties and Responsibilities:
- Post-Graduation Outcomes Study
  - Maintain project schedule
  - Coordinate data collection of post-graduation outcomes information via online survey instrument
  - Coordinate follow-up of Marquette graduates with college personnel
  - Maintain respondent management system
  - Analyze survey results, both quantitative and qualitative
  - Identify data collection efficiencies
- Survey Research
  - Assist with the survey design, administration, and analysis of several institutional surveys including the accepted freshman survey, first-time freshman survey, the graduating senior survey, and the alumni survey.

Qualifications:
All majors/programs will be considered, but preferred applicants will be graduate students in behavioral or social science, business, computer science, statistics, mathematics or education. Preferred applicants will have successfully completed a course in statistics or research methodology. Successful candidates will possess:

- Proficiency with Microsoft Office (specifically Excel and Word)
- Some exposure to data analysis software such as SPSS, SAS, or Minitab
- Strong analytical skills, including a basic knowledge of statistics
- Ability to work independently and in a team environment
- Strong organization skills
- Strong interpersonal and written communication skills
- Close attention to detail

Hours:
August 2014 – May 2016
10 hours/week (flexible)

Compensation:
Scholarship of 6 credits of tuition (3 credits per semester)
Stipend of $6,642.50 paid out over the 10 months of the academic year

Updated 4/2014