INSTITUTIONAL RESEARCH ANALYST I/II
OFFICE OF INSTITUTIONAL RESEARCH
UNIVERSITY OF CONNECTICUT

The Office of Institutional Research at the University of Connecticut is seeking an experienced and self-motivated individual to collect, organize, analyze, interpret, and present data from a variety of electronic sources on topics of interest to the University administration.

The successful candidate will:
- Extract and report information from PeopleSoft Student Administration, PeopleSoft Human Capital Management System, FRS System and other computer systems of University data.
- Use BRIO and SPSS or SAS to create reports for the Office and for the University community.
- Implement computer techniques to streamline institutional research activities, including editing, formatting, and Office website interactive features.
- Work closely with the Provost’s Office on support for program reviews and academic unit productivity measurement.

Minimum Qualifications:
- Bachelor's degree.
- One to three years experience in research.
- Basic quantitative skills.
- Excellent verbal and written communication skills.
- To be considered for the IRA II level candidates must also have excellent analytical and quantitative skills and experience in programming, database administration and data project management including strong technical skills in database management and programming.

Preferred Qualifications:
- Expertise in programming tools such as PSQuery, SQL, Visual Basic or JavaScript.
- Knowledge of role and function of a university office of institutional research.
- Ability to work independently and collaboratively in a team environment.
- Ability to work under pressure on multiple projects with accuracy, thoroughness, and creativity.

Position title and salary will be commensurate with qualifications and includes a generous State employee benefits package. This is a 12-month, full-time, non-faculty professional union (UCPEA) position: UCP VI – Institutional Research Analyst I/ UCP VII-Institutional Research Analyst II.

For information on UConn benefits: http://www.hr.uconn.edu/benhome.html.

Application Process: Please send a letter of interest, resume, and the names, phone numbers, and email addresses of three professional references to: Nancy Griffin, Office of Institutional Research, University of Connecticut, 343 Mansfield Road Unit 2135, Storrs, CT 06269-2135. Facsimile submissions to 860-486-1909 and email submissions to Nancy.Griffin@uconn.edu are acceptable. Review of applications will begin immediately and continue until the position is filled. Applications received by April 12, 2007 will be given preference in the screening process. (Search #06A304)

Visit our website http://www.oir.uconn.edu/ for more information on the position.

EEO/AA: At the University of Connecticut, our commitment to excellence is complemented by our commitment to building a culturally diverse staff. We actively encourage minorities, women and people with disabilities to apply.