

Description Date Posted: August 7, 2008
Classification: Professional/Non-Teaching
Closing Date: September 5, 2008

TO APPLY:

Interested applicants should submit by closing date, a complete and signed employment application form, copies of transcript(s), current resume` and reference sheet (NO STAPLES) to:

Office of Human Resources
Alabama State University
P. O. Box 271
Montgomery, AL 36101

To download an application form visit our website @
www.alasu.edu/personnel.

United States work authorization is required for all non-US citizens.

Responsibilities Alabama State University, Office of the President/Institutional Research, invites applications for the position of Institutional Research Assistant. The selected person will report to the Director of Institutional Research; work collaboratively with Web Services and Administrative Programming Services to assist in the collection, validation, and dissemination of data; assist in the planning, implementation, and maintenance of various OIR databases; provide changes in data to be forwarded to the university's database managers to ensure the highest degree of information accuracy.

Requirements Bachelor's degree preferred in Computer Science or Information Systems or an Associate Degree and three or more years experience in a similar position or academic setting. Two years of experience in database management experience; or any equivalent combination of education and/or experience for which comparable knowledge, skills and abilities have been achieved.

Compensation \$28,924.72 - \$31,927.48

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