

Samford University

Job Description

Job Title: Analyst

Department: Office of Institutional Effectiveness

This position will assist in institutional research activities for the university, such as:

- Reporting, analyzing and assessing data
- Completing numerous surveys
- Providing university-wide reports requested by internal and external stakeholders.

Duties and Responsibilities:

- Function as part of a team in order to fulfill all assignments in an accurate and timely manner.
- Assist in completing a demanding schedule of periodic tasks which include surveys, data requests and analyses for internal and external entities.
- Provide support and analysis for various assessment instruments for the university.
- Extract data from the Banner system using Microsoft ACCESS and report information using EXCEL for internal and external use.
- Work with offices across campus as well as external entities in order to complete requested projects in a satisfactory manner.

Education and Experience

A Bachelors Degree is preferred in mathematics, computer science or related field and/or 3 years experience in institutional research.

List any specialized skills and knowledge required:

- Proficient in data analysis enabling discover of problem areas;
- Committed to providing excellent customer service;
- Ability to multi-task with strong work ethic motivation;
- Proficient with Microsoft ACCESS and EXCEL, 2007 preferred but 2003 accepted;
- Preferred but not required SQL and/or VBA, SPSS or other statistical package.

To apply submit resume and cover letter with current salary/salary requirements to:

Office of Human Resources

Samford University

800 Lakeshore Drive, Birmingham, AL 35229

FAX: (205) 726-4027

Email: humanres@samford.edu

Resumes received after the posting is removed will not be considered.

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