



POSITION NUMBER: 4710

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Institutional Research Analyst II
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: Bachelor's degree in business, engineering, statistics or related field from an accredited institution as approved and accepted by the University of South Alabama and three years related professional experience. A master's degree in a related field may substitute for one year of the required experience.

ESSENTIAL FUNCTIONS: Prepares reports and analyses of University resources, program costs, tuition and fees, faculty activity, characteristics, and compensation, administrative staff characteristics and compensation, and course grading using a PC and calculator; responds to surveys, federal and state reporting requirements, and other requests for information; serves as liaison with the Alabama Commission on Higher Education in development of a statewide faculty information system by phone, letter, or in person; assists with preparation of the University's annual state appropriation request; participates in research project design, data collection, and analysis, and prepares reports of research findings; develops information retrieval programs for mainframe computer files using a PC; analyzes accuracy and adequacy of data base production and prepares programs and program-revision specifications; travels to meetings on and off campus which may require out-of-town and overnight travel; serves as office liaison in faculty teaching load aspects of development of a new student information system; completes projects within deadline requirements; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Institutional Research, Planning & Assessment
Main Campus

OPEN AS OF: July 18, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER