



**Position Title:** Associate Director of Assessment and Analytics, Pos. #39002784, (Req. # STA001063), Full-time

**Institution:** Georgia Southern University, Statesboro, GA, 30460-8126

**Reports to:** Senior Associate VP-SAEM and Director-Strategic Research and Analysis

**Job reports in the office of:** Strategic Research and Analysis, <http://em.georgiasouthern.edu/osra/>

**Application due date:** December 2, 2016

**Job start date:** As soon as can be arranged, preferably January 2017

**Institution:** Georgia Southern University is the state's largest and most comprehensive center of higher education south of Atlanta. With 124 degree programs at the baccalaureate, master's and doctoral levels, Georgia Southern has been designated a Carnegie Doctoral-Research university and provides the classic residential campus experience and online learning options to over 20,500 students from 49 states and 86 nations. Georgia Southern's nationally accredited academic programs prepare diverse scholars for leadership and service as world citizens. A unit of the University System of Georgia, the University boasts 200-plus student organizations, outstanding Division I athletics, and state-of-the-art residence halls and campus facilities. Since 1906, the University's hallmark has been a culture of engagement that bridges theory with practice, extends the learning environment beyond the classroom, and promotes student growth and life success. Georgia Southern University is a Tobacco Free Campus.

**Job Duties:** In concert with the Senior Associate Vice President and Director for the Office of Strategic Research and Analysis, the Associate Director assists with planning, implementing, monitoring, and evaluating all areas of the office's responsibilities. The Associate Director has responsibility for divisional assessment and analytics support from conception and design through data collection, analysis, and use of analytics.

Essential Job Functions

- Provides in-depth analytical and statistical summaries in support of policy development and decision-making.
- Provides research support in the preparation of comprehensive studies and ad hoc reports.
- Compiles, analyzes/interprets, and reports assessment-related data on a wide range of SAEM/University activities
- Works with research analysts by conducting as needed project/survey oversight, review, instruction, analyses, report production.
- Prepares and maintains project documentation.

**Qualifications:** Preferred qualifications: Master's Degree; Three or more years of progressively responsible experience in institutional research, analytics, evaluation or planning. Previous experience with Banner and Data Warehouse reporting systems/structures, as well as database management software, such as Access, Excel and SPSS or SAS; experience with GIS Software, survey software such as Qualtrics, and report writing; understanding of descriptive statistics and survey methodology

Minimum requirements: Bachelor's Degree; five or more years related work experience; effective communication (verbal and written), organization and human relations skills; ability to work well in a diverse environment; proficiency with computer and Microsoft Office Applications software including word processing, spreadsheets, and databases; skills related to integrity in problem-solving, leadership, and communications; successful completion of background investigation prior to employment.

**Salary Range:** Salary commensurate with previous work experience; up to a Budgeted Maximum of \$62,000

**Benefits:** Benefits information: <http://jobs.georgiasouthern.edu/benefits/>

**Procedure to apply:** Please visit the Georgia Southern University employment website and complete the application process at <https://employment.georgiasouthern.edu/postings/31334> . The application process must be completed by the deadline to be considered. For more information, call the 24-hour job line at (912) 478-0629. Georgia is an open records state. Individuals in need of reasonable accommodations under the ADA to participate in the search process should notify Human Resources: (912) 478-5468 or HR-TDD: (912) 478-0791. Georgia Southern University is an Equal Opportunity/Affirmative Action Institution.