

Research Associate
Old Dominion University

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Posted Jul. 23, 2024, set to expire Nov. 22, 2024

Job Title	Research Associate
Department	INST RESEARCH & ASSESSMENT
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Jul. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Research Methods/Data Analysis Social Sciences - General
Job Website	https://jobs.odu.edu/postings/21199
Apply By Email	
Job Description	

The Research Associate will provide primary data support for the University's institutional research efforts by developing and managing large datasets to support analyses and reports conducted by institutional research professional staff. Additional duties include: interprets and writes summaries of results. Responsibilities include developing procedures to clean, recode, and merge multiple longitudinal datasets from internal and external sources and calculate intermediate statistics on results; develops and maintains student retention datasets; creates institutional research data files for use in the Banner Operational Data Store (ODS) and Business Intelligence Software; conducts other data queries as assigned.

Minimum Qualifications

- Master's degree in social science, science, education, business or related field OR bachelor's

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degree with related experience and training equivalent to a master's degree.

- Some experience reviewing raw datasets and identifying and rectifying data omissions and errors.
- Strong technical skills in database and spreadsheet development for data extraction, manipulation and reporting.
- Intermediate to advanced proficiency in programming in statistical packages such as SAS or SPSS; Intermediate to advanced skills with desktop database, spreadsheet, word-processing and presentation software applications.
- Demonstrated strong attention to details and ability to work in a fast-paced, team environment and with other offices across the University.
- Demonstrated ability to work autonomously on projects and manage multiple tasks simultaneously.
- Excellent written and oral communication skills.
- Demonstrated ability work as a member of a team to reach common goals.

Preferred Qualifications

- Experience with reporting data to federal/state and other external agencies.
- Understanding of relational databases and the use of data warehousing techniques.
- Some professional experience in database and spreadsheet development for data extraction, manipulation and reporting.
- Demonstrated experience with data extraction, conversion and manipulation across statistical packages, programming languages, and MS desktop applications; experience in higher education strongly preferred.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact