Skill Category: Professional  
Position (Employee) Class: 3N740 (E1)  
Grade: 10  
Date: 11/2014  

Department: Institutional Research & Assessment (IRA)  

Educational & Experience Requirement: Bachelor’s degree in a Social Science discipline, History, or related field. One year of related experience is required. Experience with critical reading, critical analysis, literature review, library research and communication of complex ideas both orally and in writing. Experience working in a higher education environment would be helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.  

Nature & Purpose of Position: Assists the Director of Institutional Research with the strategic IRA office goal of encouraging and supporting an accessible and practical culture of assessment throughout SHSU. This position will focus upon the institution-wide self assessment efforts of academic and administrative units required for Southern Association of Colleges and Schools (SACS) re-accreditation and for internal continuous improvement, as well as addressing routine and special program evaluation.  

Supervision Given & Received: Works under general supervision from the Director of Institutional Research and supervises undergraduate student assistants as assigned.  

Primary Responsibilities: Administers deployment of the Interface Design Evaluation and Assessment (IDEA) system for the university each fall and spring. Assists in supporting quality improvement of institution-wide self assessment for academic and administrative units. Helps plan and provides technical assistance for faculty, administrative program directors and support staff in assessment planning, assessment improvement and use of online tools. Assists IRA clients with online surveys. Conducts literature reviews, and contributes to reports, papers and presentations, evaluation research, and to grant proposal development in which the IRA plays either a leading or supportive role. Performs other related duties as assigned.  

Other Specifications: Must have competence in arithmetic computation; in basic concepts of descriptive statistics; and the use of Excel, MS Word and Power Point at an intermediate level. Knowledge of Statistical Package for the Social Science (SPSS) or other statistical computer application software and knowledge of EXCEL is necessary. Must be comfortable with changing priorities. Must be able to work in multi-project, fast-paced environment and meet concurrent deadlines. Must be able to work independently on repetitive as well as new and unfamiliar projects. Requires effective skills in oral, written, and interpersonal communication.  

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.  

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.  

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.