

**Graduate Research Assistant  
Office of Planning and Analysis  
July 2007**

**Position Description/Announcement**

The Graduate Research Assistant (GRA) for the Office of Planning and Analysis collects, analyzes, and interprets data and reports to support the university, college, and departmental missions. The primary responsibilities include the development and maintenance of various databases and the reporting of information from these sources. The position reports to the Statistical and Information Officer of the Office of Planning and Analysis.

The position's primary responsibilities are assisting in: survey administration, administrative evaluations, and ad hoc reports. This position also assists the Office of Planning and Analysis in the preparation of various reports including the KSU Fact Book, course activity loads, and departmental profiles. As required, the Graduate Research Assistant will also assist in conducting special studies for the university.

This appointment starts immediately and runs through the end of the fiscal year. GRA stipend is based upon experience and skill level.

**Skills level:**

**Required:**

1. Bachelor's degree
2. Advanced computer skills – Microsoft Excel or other spreadsheet program, word processing, internet browsers
3. Ability to take on multiple tasks at the same time
4. Good oral and written communications
5. Ability to work within timelines
6. Conscientious about the accuracy and the professional presentation of reports
7. Basic knowledge of statistics
8. Ability to work in a team environment

**Desirable:**

1. Experience with SPSS/SAS Software
2. Master's degree

**To Apply:**

Interested applicants should submit a letter of interest, résumé, and 3 work references to the below (attn: Kelli Cox, Director).

Office of Planning & Analysis  
226 Anderson Hall  
Manhattan, KS 66506