
C. DESCRIPTION OF JOB RESPONSIBILITIES

Group and number responsibilities and assign percentage of time spent on each. Please identify each group of responsibilities as essential or marginal.

Administration Evaluations- 30%

- Maintain evaluation schedule
- Survey development
- Compile data
- Analyze data
- Write reports

Campus Surveys- 20%

- Survey development
- Compile data
- Analyze data
- Write reports

Course Load Data-20%

- Delaware Study
- Time to Tenure Studies

ACT Yield Analysis- 10%

- Work with Enrollment Information Systems program to produce tables, charts, and reports.

Salary Data- 5%

- Complete online surveys.

Misc.- 15%

- Ad hoc requests
- Assist with daily office duties.
- Assist with any projects that arise.

D. QUALIFICATIONS

1. Education Required

Bachelor's degree

2. Experience Required

Some experience with development and administration of surveys

Extensive knowledge of Microsoft Office, proficient with internet, knowledge of University.

Experience with SPSS, SAS, or statistical-related software.

3. Other Requirements

Ability to take on multiple projects at the same time, good oral and written communications, ability to work within timelines, conscientious about the accuracy and professional presentation of reports, and ability to work in a team environment.

4. Preferred Qualifications

5. Salary or Range

28,000-32,000

SIGNATURES

Employee (Date)

Administrator (Date)