

Student Research Associate

Department:	Office of Strategic Initiatives
Institution:	The University of Texas System Administration
Location:	Austin, TX
No. of Openings:	Multiple
Hours per Week:	19 (Monday-Friday, flexible hours)
Hourly:	\$10.00+ depending on qualifications
FLSA Status	Non-Exempt/Hourly
Benefits Eligible	No
Earliest Start Date:	Immediately



About The University of Texas System:

Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and six health institutions. The University of Texas System Administration (based in Austin, Texas and found on the web at www.utsystem.edu) is responsible for the central management and coordination of the fourteen institutions.

About The Department:

The Office of Strategic Initiatives (OSI) expands and transforms traditional institutional research (IR) data into timely and meaningful information to reinforce The University of Texas System's mission, initiatives, and policy decisions. OSI monitors the broader higher education environment at the system, state, and national levels, and uses that knowledge along with in-depth research and analysis to make recommendations that inform policy decisions and business strategy.

Purpose of Position:

Provide research support for OSI research projects.

Essential Functions:

- Perform detailed data-related activities such as data cleaning, data validation, data coding, and data entry.
- Compare data with source documents or re-enter/re-calculate data in verification format to detect errors.
- Compile, sort, and verify the accuracy of data before it is processed further for eventual inclusion in final reports and dashboards.
- Locate data entry and calculation/processing errors and work with supervisor to correct them.
- Other related duties as assigned.

Required Qualifications:

Familiarity with MS Excel, Adobe Acrobat, Word, PowerPoint. Strong organizational skills. Ability to stay on task with a minimum of supervision. Ability to learn quickly by experience and instruction.

Preferred Qualifications:

Undergraduate students looking for long-term employment. Applicants able to work over semester breaks and during the summer will be given first consideration. Applicants should be detail-oriented, able to work well on tasks alone and with a team, friendly, good communication and customer service skills, and responsible. Willingness to handle a variety of tasks and interruptions. Good problem solving, ability to prioritize, and maturity in judgment. Familiarity with SAS.

Working Conditions:

May work around standard office conditions. Repetitive use of a keyboard at a workstation. Use of manual dexterity.

How to Apply:

In order to be considered, applicants must submit all required application materials to Cathy Delgado at cdelgado@utsystem.edu. Subject line of email should read as follows: *Student Research Associate: First Name Last Name*

Required Application Materials:

- A resume is required in order to apply.
- A letter of interest is required in order to apply
- A list of 3 professional references is required in order to apply.

Additional Information:

Security sensitive; conviction verification conducted on applicant selected.

EO/AA Statement:

The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Human Resources.

If you have any questions or concerns please feel free to contact us at: ohr@utsystem.edu.