POSITION SUMMARY

Provide support to the Office of Research and Institutional Effectiveness Department. This position will test and document automated reporting under supervision from the director with guidance from the developers. Requires proficiency in Excel. Will work with diverse groups.

PRIMARY RESPONSIBILITES

1. Record maintenance, preparation and review of forms, data entry
2. Prepare reports
3. Collect and record data

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication Skills (written and/or oral)
- Ability to multi-task

USE OF EQUIPMENT AND MACHINERY

- Use computer for word processing