

Spec. Code: 4560
Occ. Area: 02
Work Area: 072
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 12/15/11
Last Action: Rev.

INSTITUTIONAL RESEARCH DATA SPECIALIST

Function of Job

Under direction, prepares operational research studies and reports on university operations, using complex mathematical models and mathematical computer program.

Characteristic Duties and Responsibilities

1. codes, tests, debugs, and documents mathematical computer programs for developed mathematical models of university operations (such as student flow, induced course load, faculty flow, and enrollment)
2. formulates mathematical models for university operations
3. assists in the interpretation of data and trends, summarization of results, and preparation of reports for submission to university administrators or for publication
4. gathers informational data from university departments or from existing databases to be used in generating reports
5. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Twenty-four semester hours of college credit for course work in computer science, mathematics, or a related field, with specialization in operations research and/or mathematical modeling, and including twelve semester hours of credit in mathematical modeling and/or mathematical programming

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of descriptive statistics
2. Knowledge of data management tools and Microsoft Office Programs
3. Ability to develop mathematical computer programs for mathematical models of university operations

4. Ability to formulate mathematical models of university operations
5. Ability to deal effectively with members of the university community
6. Ability to prepare written or oral reports explaining the results of analytical studies
7. Analytical ability
8. Ability to handle multiple tasks simultaneously
9. Ability to work independently as well as be part of a team
10. Ability to maintain accurate and detailed records and documentation
11. Ability to acquire new knowledge and skills independently