

Student Research Associate



THE UNIVERSITY of TEXAS SYSTEM
THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

Department: Office of Institutional Research and Analysis
Institution: The University of Texas System
Location: Austin
No. of Openings: Multiple
Hours per Week: Up to 19.5
Work Schedule: Monday through Friday, flexible hours
Compensation: \$15.00
FLSA Status: Non-Exempt
Benefits Eligible: No

About UT System

Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and five health institutions. [The University of Texas System](#) is based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions.

About Office of Institutional Research and Analysis

The Office of Institutional Research and Analysis (OIRA) 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.

OIRA 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. It supports a data culture at UT System that fosters integrity, innovation, transparency, collaboration, communication, and best practices. OIRA supports the 13 institutions of the UT System by providing some data and analyses to the campuses, engaging in joint research projects, and administering a centralized data request process with the goal of reducing the burden of requests on the campuses.

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

- Standard office conditions.

How to Apply

Send one email to Kasey Klepfer at kklepfer@utsystem.edu as specified below.

- Subject Line: Student Research Associate - First Name Last Name
- Attach the following documents as Word or PDF files:
 - Resume
 - Cover Letter
 - 3 Professional References (incl. contact information)

Additional Information

This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

Equal Opportunity/Affirmative Action

The University of Texas System 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 Talent & Innovation](#).

Please direct questions to the [Office of Talent & Innovation](#).