

Job Title:**Institutional Research & Effectiveness Intern, University****Job Description:**

The Institutional Research & Effectiveness Intern (IRE Intern) will be responsible for collecting and preparing data for analysis. The IRE Intern will prepare detailed reports, provide insights based on data, and ensure the accuracy and integrity of the institution's data resources.

Reports to:

Executive Director of Institutional Research and Effectiveness (EDIRE), Office of Institutional Research and Effectiveness

Classification:

Staff, Part Time, Non-Exempt

Essential Duties:

- The essential functions (i.e., the fundamental job duties of the position) are as follows:
- Apply analytical and problem-solving skills to research and reporting projects
- Apply technical/programming skills to extract, analyze, and explore data from primary systems.
- Analyze and organize data to derive meaningful insights
- Summarize and present data and results clearly and accurately in verbal and written communications and numerical and graphical forms
- Prepare deliverables, such as dashboards, interactive worksheets/workbooks, and/or reports using appropriate tools.
- Prepare written reports, visual data displays, and other types of presentations to assist EDIRE

**Qualifications/
Education:****Education:**

- Bachelor's Degree or upcoming completion of BS in Statistics, Mathematics, Data Science, Educational Research, or a related field with Cum GPA of 3.5 or above at the time of application.

Skills & Experience:

- Technical competence, including experience with SQL, SAS or similar programming language to extract and explore data from primary systems.
- Experience with enterprise reporting systems.
- Analytical competence, including experience applying quantitative and qualitative research methods for the purposes of research, analysis, and reporting.
- Demonstrated ability to analyze and organize data to derive meaningful insights, including the ability to communicate clearly verbally and in written, numerical, and graphical forms.
- Experience with data reporting and/or visualization tools such as, Microsoft PBI, Tableau, etc.
- Sound judgment, tact, and diplomacy in situations of high sensitivity.
- Ability to work as part of a team and develop productive working relationships with diverse groups of people.
- Must have a high level of accuracy, extraordinary attention to detail, solid proofreading skills, and ability to multi-task.
- Knowledge and proficiency of relational database systems and tools is a plus.

Compensation:

- Effective and efficient communication. emphasis on written and verbal communication skills, including professional email, in-person, and telephone skills.

CHSU offers a competitive benefits and compensation package. Hourly range for this position is \$18.00 - \$23.00 however, salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Institutional Research & Effectiveness Intern** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.